

**PLEASE POST**

Until Filled

**NOTICE OF VACANCY**  
**TAYLOR SCHOOL DISTRICT**  
**PERSONNEL MEMORANDUM**

**Internal/External**

**POSITION:**

Professional Development Substitute Teacher (Multiple Positions Available)

**MINIMUM QUALIFICATIONS:**

1. 60 credit hours with a 2.0 GPA or better from an accredited university

**DESIRED QUALIFICATIONS:**

1. Experience substitute teaching preferred.
2. Experience and/or knowledge of classroom management preferred.

**DUTIES AND RESPONSIBILITIES:**

1. Assigned to a specific building on a daily basis to cover classrooms as teachers plan and debrief with coaches.
1. Follow teacher lesson plans and direct student learning accordingly.
2. Make use of instructional procedures and materials which are most suitable for attaining lesson goals.
3. Ensure an orderly and tidy classroom.
4. Adhere to all TSD procedures, guidelines, and policies.
5. Ensure a sustainable relationship with parents, pupils, school personnel and members of the public. Communicating in a confidential, polite, and refined manner.
6. Work with small groups of students, as needed, based on teacher direction for intervention purposes.
7. Be flexible in daily schedule for changes and reassignments within the building.
8. Support the building leadership mission and vision.

**RATE OF PAY:**

\$135.00 per day - 6.5 hours per day (5 days per week - approximately 180 days per school year)

**APPLICATION PROCEDURE:**

You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:

<https://taylorschooldistrictmi.sites.thrillshare.com/page/employment-opportunities>

**All materials received relative to this posting become property of the Taylor School District.**

**DEADLINE FOR RECEIVING APPLICATIONS IS UNTIL FILLED**

***ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE CONSIDERED***

**NOTICE OF NON-DISCRIMINATION**

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