

**Please Post**  
**Until Filled**

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

**Internal/External**

**POSITION:** English Language Arts Teacher (Secondary)

**MINIMUM QUALIFICATIONS:**

1. Bachelor's degree from an accredited institution.
2. Must possess a valid Michigan Teaching Certificate with an endorsement in the appropriate subject matter.

**DESIRED QUALIFICATIONS:**

1. Prior experience teaching.
2. Ability to maintain and motivate the student population.
3. Willingness to learn new techniques.
4. Regular attendance is critical; must have an exemplary attendance record.

**DUTIES AND RESPONSIBILITIES:**

1. Provide direct instruction coursework approved by the Taylor School District.
2. Order and organize appropriate materials.
3. Maintain attendance.
4. Contact parents regarding student progress.
5. Monitor students before and after classes.
6. Maintenance of the classroom environment.
7. Report any conflicts or difficulties with students for referrals to other services.
8. Assist students with homework.
9. Perform such other duties and assume such other responsibilities as assigned by the building principal or designee.

**BASE RATE OF PAY:**

Per TFT Contract [\$47,486.00 - \$97,568.00] years of experience will be taken into consideration.

**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**

The Taylor School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.