

PLEASE POST
Until Filled

NOTICE OF VACANCY
TAYLOR SCHOOL DISTRICT
PERSONNEL MEMORANDUM

INTERNAL/EXTERNAL

POSITION: Professional Development Substitute Teacher (Multiple Locations Available K-12)

MINIMUM QUALIFICATIONS:

- 60 credit hours from an accredited university.
- Experience substitute teaching preferred.
- Experience and/or knowledge of classroom management preferred.
- Ability to complete and maintain required records, forms, and reports in a professional and timely manner.

DUTIES AND RESPONSIBILITIES:

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

This position is grant funded and continuation of the position in subsequent years depends on the availability of funds.

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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