



Columbia School District
11775 Hewitt Rd. Brooklyn, MI 49230
(517) 592-6641

November 17, 2023

Notice of Opening for 2023/2024 School Year One Full-Time Second Grade Teacher

Qualifications

Possession of a bachelor's degree in elementary education and valid credentials from the State of Michigan

Excellent communication skills, both oral and written

Student focused approach

High degree of flexibility

Ability to work well in a fast paced environment

Team player

Description

The teacher must follow a curriculum to instruct children in developmental skills. It is important to prepare children to become successful leaders of tomorrow by assisting students to socialize and interact with each other.

A great teacher should possess the ability to understand small children and find teaching them a pleasure. Patience, perseverance, excellent communication, interpersonal skills, a calm nature and kindness are required.

Responsibilities

- ✚ Plan and implement activities to meet the physical, emotional, intellectual and social needs of the students.
- ✚ Develop weekly and monthly schedules of activities.
- ✚ Plan activities that introduce math and literacy concepts.
- ✚ Be familiar with emergency procedures.
- ✚ Ensure equipment and facilities are clean, well maintained and safe at all times.

- ✚ Help maintain pupil morale and assist in the establishment of good school-community relations.
- ✚ Keep parents informed of program expectations, program activities and their child's progress.
- ✚ Participate in public oriented activities related to his/her teaching assignment and building, such as:
 - a. Parent-Teacher meetings and conferences
 - b. Open House
 - c. Public performance of children in plays, concerts, athletic activities, etc.
- ✚ To be available to students before the opening of the pupils' regular school day in the morning and be available in your classroom or building after the close of the pupils' regular school day according to negotiated contractual agreement.
- ✚ Assist administration in the implementation of school and board policies.
- ✚ To perform miscellaneous duties from time to time as assigned by the building principal.

Terms of Employment

Salary, fringe benefits, and working conditions are in accordance with the agreement between the Columbia School District Board of Education and the Columbia Education Association.

Evaluation

Performance will be evaluated per Michigan Department of Education guidelines.

Deadline: December 1, 2023 at 12:00 pm

Send letter of interest, resume, copy of transcripts, three letters of recommendation, to:

Monika Cook
Assistant to the Superintendent
Columbia School District
11775 Hewitt Rd.
Brooklyn, MI 49230
monika.cook@myeagles.org