



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Middle School Resource Room/TC Department Chairperson

INTERNAL POSTING ONLY

September 12, 2018

Job Summary:

Under the direction of the principal, the teacher would provide leadership for the grade levels working closely with the Director of Curriculum and Instructional Technology to analyze student assessment scores and make recommendations for curriculum adjustments. In addition, the department chair would be the team leader for their respective Professional Learning Community and meeting regularly throughout the year with other district team leaders.

Qualifications:

Required:

- A. Minimum of BS/BA degree in Education
- B. Possess or be eligible for a valid Michigan teaching certificate with an endorsement in Special Education
- C. Able to assess and document student progress
- D. Professional in personal conduct and actions
- E. Excellent communication skills
- F. Meets federal *Every Student Succeeds Act* requirements

Desired Characteristics:

- A. Experience teaching special education students
- B. Knowledge of K-12 budgeting and expenditures
- C. Experience using technology as an instructional tool in the classroom
- D. Experience in working within a Professional Learning Community
- E. Ability to organize and lead grade level meetings
- F. Understanding of the building and district school improvement process

Duties:

- A. Provide leadership for the grade levels
- B. Facilitate grade levels meetings and discussions
- C. Assist in analyzing student assessment scores and recommendations for curriculum adjustments
- D. Attend required leadership, school improvement, and curriculum meetings
- E. Ability to plan and organize; excellent work habits
- F. Willing to attend conferences and participate in professional development
- G. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

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CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: September 18, 2018

Employment Date: 2018-19 School Year

Apply To: To be considered as a candidate, you must submit by the deadline a letter of interest stating rationale for applying and qualifications for the position to:

Tonya Kammeraad, Human Resources
10100 East D Avenue, Richland, Michigan 49083
269/548-3415, FAX 269/548-3401