



Gull Lake Community Schools
Richland, Michigan

JOB POSTING
Middle School Social Studies Department Chairperson

INTERNAL POSTING ONLY

February 22, 2022

Job Summary:

Under the direction of the principal, the teacher would provide leadership for the department 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 meet 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 Social Studies
- C. Able to assess and document student progress
- D. Professional in personal conduct and actions
- E. Excellent communication skills
- F. Meets federal *Every Child Succeeds Act* requirements

Desired Characteristics:

- A. Experience teaching middle school Social Studies
- B. Knowledge of 6-8 Social Studies 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 department meetings
- F. Understanding of the building and district school improvement process

Duties:

- A. Provide leadership for the department
- B. Facilitate department 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
- H. Other qualifications as required by the Gull Lake Board of Education

STATEMENT OF NONDISCRIMINATION

It is the policy of the Gull Lake School District that no person shall on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or any of its programs or activities.

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: Open Until Filled

Employment Dates: 2022-2023 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:

Sherri Simmons, Human Resources
ssimmons@gulllakecs.org