



Gull Lake Community Schools  
Richland, Michigan

## JOB POSTING

### Business/Computer Teacher - High School

April 27, 2022

#### Job Summary:

Under the direction of the principal, the teacher would be working with high school students to achieve excellence in the area of Business and Computers.

#### Qualifications:

##### Required:

- A. Minimum of BS/BA degree in Education
- B. Hold a valid Michigan Secondary Teaching Certificate (GQ, GM, GX or equivalent)
- 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* requirements

##### Desired Characteristics:

- A. Experience in working with high school students.
- B. Experience using technology as an instructional tool in the classroom
- C. Experience in working within a Professional Learning Community
- D. Experience in collaborating in writing common exams
- E. Knowledge in Microsoft Paint, Word, Excel and PowerPoint
- F. Knowledge of internet search engines, Google docs and other internet based applications
- G. Successful teaching/coaching of students preferred

##### Duties:

- A. Provide instruction to high school students
- B. Provide and maintain an orderly classroom environment
- C. Monitor and document student progress through Synergy student information system
- D. Work independently and cooperatively using a variety of instructional strategies
- 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

The 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, in its programs and activities, including employment opportunities.

#### 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

**Start Date:** 2022-23 School Year

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit a Frontline online application at [www.gulllakecs.org](http://www.gulllakecs.org) that includes a letter and resume.

**Questions:** Contact - Sherri Simmons, Human Resources, [ssimmons@gulllakecs.org](mailto:ssimmons@gulllakecs.org)