



Gull Lake Community Schools  
Richland, Michigan

**INTERNAL POSTING ONLY**

**JOB POSTING**

**High School Advanced Placement Coordinator**

May 27, 2025

**Qualifications:**

- A. Prefer certified teacher from Gull Lake Community Schools
- B. Bachelors degree in education
- C. Experience and knowledge of policies and procedures relating to Advanced Placement classes
- D. Demonstrated leadership skills preferred
- E. Demonstrated successful experience utilizing technology and related software
- F. Must demonstrate patience and attention to detail
- G. Demonstrated successful experiences working with school age children
- H. Prefer academic coursework beyond High School level
- I. Professional in personal conduct and actions
- J. Excellent communication and organizational skills

**STATEMENT OF NONDISCRIMINATION**

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: 2025-26 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  
at [ssimmons@gulllakecs.org](mailto:ssimmons@gulllakecs.org)