

Centreville Public Schools
190 Hogan, PO Box 158
Centreville, MI 49032

February 2026

NOTICE OF VACANCY

POSITION: Health Sciences Clinical/Lab Manager

REPORTS TO: Jr/Sr High School Principal

STARTING DATE: Immediately

NECESSARY QUALIFICATIONS:

- High School Diploma.
- Associate's Degree in a health science-related field. (Bachelor's Degree preferred.)
- Certifications in a health science field.

DESIRABLE QUALIFICATIONS:

- Ability to work independently and with others as a team.
- Organizational and public relations skills.
- Knowledge of, or willingness to learn, Google Classroom, PowerSchool, and the technology-related aspects of the Health Science classroom.
- Demonstrated success working with high school students of all ability levels.
- A passion for Career and Technical Education.
- Understanding of confidentiality, HIPAA, and FERPA requirements.
- A "growth mindset" to ensure all students are successful.

JOB DUTIES/RESPONSIBILITIES:

- Plan, recruit, coordinate, and manage ongoing clinical experiences inside and outside of the classroom.
- Assist students with achieving regular lab and clinical expectations.
- Remediate the curriculum for student success.
- Prepare students for HOSA competitions.
- Coach students in the classroom, lab, and clinical settings with a focus on preparing students for lab and clinical experiences outside of the classroom.
- Maintain a high level of confidentiality, abiding by HIPAA and FERPA laws.
- Bring experience from a health science field to help continue developing the program.

SALARY: \$18.20 - \$21.15 per hour, based on experience. This position follows the school-year calendar.

APPLICATION: Applications are being accepted through TalentEd only at <https://cpschools.tedk12.com/hire/>. In addition to the online application, please include a letter of interest, resume, copies of university transcripts, and relevant certifications (if applicable). Email questions to Jane Rumsey, HR/Ex. Assistant at jrumsey@cpschools.org.

APPLICATION DEADLINE: Until Filled.