



Gull Lake Community Schools  
Richland, Michigan

**JOB POSTING**

**High School Resource Room/TC Department Chairperson**

**INTERNAL POSTING ONLY**

March 18, 2026

**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**

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**

**Employment Date: 2026-27 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)