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Jr.-Sr. High School Building Substitute Teacher PCMI Vacancy

Department: Jr.-Sr. High School
Reports to: Jr.-Sr. High Principal
Employment: September 4th, 2018-June 12th, 2019
Salary: \$75/day for Day 1 – Day 25; increases to \$90/day at Day 26 & beyond
Benefits: None
Start Date: September 4, 2018

Summary: This position's responsibilities are to instruct students with district approved curriculum ensuring that students have a variety of opportunities to be successful and productive members of the school community. It is the expectation that the substitute teacher will demonstrate strong and varied instructional abilities while maintaining an organized classroom ensuring the safety and welfare of students and others in the classroom.

Qualifications:

- Possess valid Secondary Michigan Teaching Certificate, meeting highly qualified status, Bachelor's Degree from an accredited college or university.
- Clear criminal history check required.
- Prior successful teaching experience in an elementary setting is preferred.
- Ability to develop/maintain a professional rapport with students, parents, staff and the community.
- Alternatives to the above qualification as the Board may find appropriate and acceptable.

Performance Requirements:

- Fill in for an absent regular teacher, in the assigned classroom, providing instruction to students according to the provided teacher lesson plans with district approved curriculum. Meet all student learning needs and re-teaching with alternative methods when the lesson objectives are not reached by the student.
- Leave detailed report for absent teacher including, but not limited to, instructions covered, student interactions and an overall daily summary.
- Follow through with teacher directed classroom management plans and district discipline policies.
- Perform duties with awareness to all district requirements and board of education policies while modeling district standards of ethics and professionalism; implement policy/procedural changes from administration, the Board of Education or State/Federal changes.
- Demonstrate ability to meet multiple demands and interact with public, staff, students and families.
- Must be able to perform the physical demands of this position, which includes sitting, standing, talking, seeing, and hearing. Occasionally it will be expected to repeat the same hand, arms or finger motions many times and push or lift up to 50lbs. such as boxes of books.
- Performs other functions and duties as assigned by supervisors.

Please forward letter of interest, resume, transcripts, credentials, and certification to the following address:

Capac Community Schools
Nicole Kirby, Jr.-Sr. High School Principal
nkirby@capacschools.us
541 N. Glassford St.
Capac, MI 48014
(810) 395-3808

Deadline for applying – Until filled

It is the policy of Capac Community Schools that no person shall on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, political affiliation or belief or any other legally protected category (Collectively, "Protected Classes") be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in any of its programs or activities, including employment opportunities.

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.