April 19, 2018

**~ INTERNAL POSTING ~**

**WEST BRANCH-ROSE CITY AREA SCHOOLS**

**POSITION:** **Summer School Lead Teacher at SES**

**QUALIFICATIONS:**  1. Certification by State of Michigan.

1. Must have first-hand knowledge and experience delivering elementary and middle school curriculum, as applicable.
2. Must have experience working with At Risk students.
3. Ability to maintain confidentiality.
4. Ability to effectively relate and communicate with students, staff and parents.

**JOB DUTIES:**  1. Communicate with the parents/guardians of Summer School Program (SSP) students pertaining to the SSP schedule.

2. Identify the individual academic needs of each student in the SSP.

3. Assist teachers assigned to work with the students in the SSP.

4. Establish attendance and tardy procedures for students in the SSP, including a procedure for notifying parent/guardian when student is absent/tardy.

5. Provide assistance to teachers in the area of student discipline.

6. Responsible for making certain all students are accounted for at the end of each summer school session.

8. Develop a daily and/or weekly ‘progress report’ to provide to the parent/guardian of each student.

9. Prepare data report showing progress monitoring results for all students.

**EFFECTIVE DATE:** Immediately; Pre-planning activities completed by May 31, 2018.

**REPORTS TO:** Building Principal

**SALARY:**  $30 per hour or pro-rated per diem, whichever is higher

10 hours: Pre-planning activities completed by May 31, 2018

15 hours: SSP activities listed under Job Duties

**When the SSP program begins, you agree to serve as one of the teachers in the program.**

**APPLICATION:** Submit letter of interest/application to appropriate principal:

Jill Smith, Principal at Surline Elementary School

smithjl@wbrc.k12.mi.us

**CLOSING DATE:** Friday, April 27, 2018

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related condition or handicap.