

VASSAR PUBLIC SCHOOLS

Inspire future excellence Learn, Achieve, and Succeed

NOTICE OF VACANCY

June 13, 2018

Band Director
JOB DESCRIPTION

Purpose: To provide each student with varied opportunities to learn about and enjoy music experiences as a performer and/or as a listener.

Responsible to: Building Administrator

Rate of Pay: Per bargaining contract

Benefits: Per bargaining contract

Qualifications:

1. High School diploma or equivalent
2. Holds a bachelor's degree in Music Education
3. Holds a valid Michigan Teacher Certificate for the position

Essential Duties and Responsibilities: *Other duties may be assigned*

1. Administers the school's band program
2. Is responsible for the coordination and correlation of Elementary and Middle School Band programs with that of the High School
3. Plans a balanced music program and organizes daily class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
4. Provides individual and small group instruction in order to adapt the curriculum to the needs of each pupil.
5. Controls the storage and use of school-owned property: makes minor adjustments and requests repairs to instruments as required.
6. Establishes and maintains within Board Policy and Administrative procedures, standards of pupil behavior that will provide an orderly productive environment during rehearsals and performances.
7. Evaluates each pupil's musical growth and performance, assessing each individual's contribution to the performance of the group.
8. Selects and requisitions music, musical instruments and instructional aids and maintains required inventory records.
9. Communicates with parents on pupil progress.
10. Provides musical programs for a variety of school events and civic functions at the request of the supervising Principal and/or Superintendent.
11. Participates in those functions and activities as described in the regular teacher job description.

12. Maintains a professional awareness of current literature relating to assignment, including working knowledge of state and federal law, Board policy and Administrative regulations.
13. Obtains approval from the Principal for all fund raising activities.
14. Obtains Principal's approval in advance for all trips and contests.

Physical Requirements/Environmental Conditions: While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes to walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

Other Skills and Abilities:

1. Prepares annual budget request for consideration of the Principal/Administrators band program under approved budget
2. Has demonstrated a high level of musicianship in both the knowledge and performance areas.
3. Has the ability to work with students, faculty, parents, public and others to promote effective band programs.
4. Has demonstrated the potential and/or ability in organizing and conduction concert band performances.

Supervisory Responsibilities: Have all students under supervision of certified personnel at all times during school approved activities. Supervises paraprofessionals at all times.

TO APPLY: Interested persons should send cover letter, resume, and credentials to:

Lori Hubbard
 Human Resources
 Vassar High School
 220 Athletic Street
 Vassar, MI 48768

Ann Overhomer
 6/13/18
Lori Hubbard
 6-13-18

DEADLINE: Until filled

Statement of Compliance with Federal Law

The Vassar Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Vassar Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subject to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

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NOTICE OF VACANCY

June 13, 2018

POSITION TITLE: Spanish Teacher – Vassar High School

QUALIFICATIONS:

- Valid Michigan Secondary Teaching Certification in Spanish required
- Additional certification preferred in, Biology, or other high school sciences
- Must meet Highly Qualified requirements as defined by the Michigan Department of Education
Criminal background check including fingerprinting required

REPORTS TO: High School Principal

RESPONSIBILITIES:

- Provide Spanish education for Vassar High School students.
- Instructional planning for the classroom and the delivery or direction of instructional activities.
- Provide opportunities for individualized and small group instruction, adapting the curriculum to the needs of each student.
- Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment.
- Develop, provide, and utilize instructional plans, strategies, methods, materials and techniques that best meet the needs of students.
- Communicate appropriately and effectively with parents, both in writing and verbally.
- Participate as part of a work team and work effectively with colleagues.
- Adhere to all building and district policies regarding attendance, business procedures, safety, professionalism, and personal appearance.
- Maintain student records, student achievement, and attendance using district-approved technology.
- Maintain confidentiality.
- Other duties as assigned by the building principal.

SALARY/BENEFITS: Per Vassar Education Association Master Agreement

TO APPLY: Interested persons should send cover letter, resume, and credentials to:

Lori Hubbard
Human Resources
Vassar High School
220 Athletic Street
Vassar, MI 48768

Det. Hubbard
6/13/18

Ann Auerhahn
6/13/18

DEADLINE: Unit filled

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NOTICE OF VACANCY

June 13, 2018

POSITION TITLE: Elementary Teacher – Central

QUALIFICATIONS:

- Valid Michigan Elementary Teaching Certification
- Must meet Highly Qualified requirements as defined by the Michigan Department of Education
Criminal background check including fingerprinting required

REPORTS TO: Central Principal

RESPONSIBILITIES:

- Provide elementary education for Central students.
- Instructional planning for the classroom and the delivery or direction of instructional activities.
- Provide opportunities for individualized and small group instruction, adapting the curriculum to the needs of each student.
- Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment.
- Develop, provide, and utilize instructional plans, strategies, methods, materials and techniques that best meet the needs of students.
- Communicate appropriately and effectively with parents, both in writing and verbally.
- Participate as part of a work team and work effectively with colleagues.
- Adhere to all building and district policies regarding attendance, business procedures, safety, professionalism, and personal appearance.
- Maintain student records, student achievement, and attendance using district-approved technology.
- Maintain confidentiality.
- Other duties as assigned by the building principal.

SALARY/BENEFITS: Per Vassar Education Association Master Agreement

TO APPLY: Interested persons should send cover letter, resume, and credentials to:

Lori Hubbard
Human Resources
Vassar High School
220 Athletic Street
Vassar, MI 48768

Ann Querhame
6/13/18

John Hubbard
6-13-18

DEADLINE: Until filled

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NOTICE OF VACANCY

June 13, 2018

POSITION TITLE: Math Teacher – Vassar High School

QUALIFICATIONS:

- Valid Michigan Secondary Teaching Certification in Math required
- Additional certification preferred in Physical Education, Health, Biology, or other high school sciences
- Must meet Highly Qualified requirements as defined by the Michigan Department of Education
Criminal background check including fingerprinting required

REPORTS TO: High School Principal

RESPONSIBILITIES:

- Provide math education for Vassar High School students.
- Instructional planning for the classroom and the delivery or direction of instructional activities.
- Provide opportunities for individualized and small group instruction, adapting the curriculum to the needs of each student.
- Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment.
- Develop, provide, and utilize instructional plans, strategies, methods, materials and techniques that best meet the needs of students.
- Communicate appropriately and effectively with parents, both in writing and verbally.
- Participate as part of a work team and work effectively with colleagues.
- Adhere to all building and district policies regarding attendance, business procedures, safety, professionalism, and personal appearance.
- Maintain student records, student achievement, and attendance using district-approved technology.
- Maintain confidentiality.
- Other duties as assigned by the building principal.

SALARY/BENEFITS: Per Vassar Education Association Master Agreement

TO APPLY: Interested persons should send cover letter, resume, and credentials to:

Lori Hubbard
Human Resources
Vassar High School
220 Athletic Street
Vassar, MI 48768

Marilyn Hubbard
6-13-18

Ann Amerhaner
6/13/18

DEADLINE: Until filled

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NOTICE OF VACANCY

June 13, 2018

POSITION TITLE: PE/Health Teacher – Vassar High School

QUALIFICATIONS:

- Valid Michigan Secondary Teaching Certification in PE/Health
- Additional certification preferred in, Biology, or other high school sciences
- Must meet Highly Qualified requirements as defined by the Michigan Department of Education
Criminal background check including fingerprinting required

REPORTS TO: High School Principal

RESPONSIBILITIES:

- Provide PE/Health education for Vassar High School students.
- Instructional planning for the classroom and the delivery or direction of instructional activities.
- Provide opportunities for individualized and small group instruction, adapting the curriculum to the needs of each student.
- Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment.
- Develop, provide, and utilize instructional plans, strategies, methods, materials and techniques that best meet the needs of students.
- Communicate appropriately and effectively with parents, both in writing and verbally.
- Participate as part of a work team and work effectively with colleagues.
- Adhere to all building and district policies regarding attendance, business procedures, safety, professionalism, and personal appearance.
- Maintain student records, student achievement, and attendance using district-approved technology.
- Maintain confidentiality.
- Other duties as assigned by the building principal.

SALARY/BENEFITS: Per Vassar Education Association Master Agreement

TO APPLY: Interested persons should send cover letter, resume, and credentials to:

Lori Hubbard
Human Resources
Vassar High School
220 Athletic Street
Vassar, MI 48768

Not Shaded
6-13-18
Ann Queenhamer
6/13/18

DEADLINE: Unit filled

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NOTICE OF VACANCY

June 27, 2018

POSITION TITLE: PE Teacher – Vassar Central Elementary School

QUALIFICATIONS:

- Valid Michigan Elementary Teaching Certification in PE
- Must meet Highly Qualified requirements as defined by the Michigan Department of Education
Criminal background check including fingerprinting required

REPORTS TO: School Principal

RESPONSIBILITIES:

- Provide PE education for Vassar Elementary students.
- Instructional planning for the classroom and the delivery or direction of instructional activities.
- Provide opportunities for individualized and small group instruction, adapting the curriculum to the needs of each student.
- Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment.
- Develop, provide, and utilize instructional plans, strategies, methods, materials and techniques that best meet the needs of students.
- Communicate appropriately and effectively with parents, both in writing and verbally.
- Participate as part of a work team and work effectively with colleagues.
- Adhere to all building and district policies regarding attendance, business procedures, safety, professionalism, and personal appearance.
- Maintain student records, student achievement, and attendance using district-approved technology.
- Maintain confidentiality.
- Other duties as assigned by the building principal.

SALARY/BENEFITS: Per Vassar Education Association Master Agreement

TO APPLY: Interested persons should send cover letter, resume, and credentials to:

Lori Hubbard
Human Resources
Vassar High School
220 Athletic Street
Vassar, MI 48768

DEADLINE: Unit filled

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