

Sturgis Public Schools

# VACANCY NOTICE

March 11, 2024

## HIGH SCHOOL SCIENCE AND/OR MATH TEACHER

**POSITION:** Full-time classroom instructor certified to teach Math Or Science at the High School.  
See attached job descriptions for both Math and Science

**REQUIREMENTS:** Must possess a valid Michigan Teaching Certificate and meet Federal Highly Qualified Teacher requirements. Spanish language skills an asset.

**START DATE:** 2024-2025 School Year

**SALARY:** PER S.E.A. Contract

**TO APPLY:** Interested candidates should send a letter of interest and resume to Amy Albarran at [amalbarran@sturgisps.org](mailto:amalbarran@sturgisps.org). Position is open until filled.

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In compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Sturgis Public Schools District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment. For information, contact Nicole Gittinger, Assistant Superintendent at 107 W. West St., Sturgis MI 49091 or (269) 659-1500.  
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**Ray Sterling**  
Director of Finance

# STURGIS PUBLIC SCHOOLS

Position Title: Math Teacher  
Department: School  
Reports To: School Principal  
Prepared By: Assistant Superintendent Date: May 12, 2022  
Approved By: Superintendent Date: May 12, 2022

**SUMMARY:** Facilitates student success in academic and interpersonal skills through academic courses of study and by implementing district approved curriculum, documenting teaching and student progress/activities/outcomes; addresses specific needs of students, provides a safe and optimal learning environment, and provides feedback to students, parents, and administration regarding student progress, expectations, goals, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *Other duties may be assigned.*

- May administer developmental testing programs, subject specific assessments, etc. for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program for addressing individual student requirements.
- Directs assistant teacher, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.

**SUPERVISORY RESPONSIBILITIES:**

May oversee: Educational Assistants, Student Teachers, Volunteers, or Student Workers

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

Bachelor Degree

Valid Michigan Teaching Certification and meet Federal Highly Qualified Teacher requirements with Math endorsement.

Spanish language skills an asset.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and depth perception. Occasionally the employee will lift up to 10 lbs. such as to lift files and paper.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate to loud.

# STURGIS PUBLIC SCHOOLS

Position Title: Science Teacher  
Department: School  
Reports To: School Principal  
Prepared By: Assistant Superintendent Date: May 12, 2022  
Approved By: Superintendent Date: May 12, 2022

**SUMMARY:** Facilitates student success in academic and interpersonal skills through academic courses of study and by implementing district approved curriculum, documenting teaching and student progress/activities/outcomes; addresses specific needs of students, provides a safe and optimal learning environment, and provides feedback to students, parents, and administration regarding student progress, expectations, goals, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *Other duties may be assigned.*

- May administer developmental testing programs, subject specific assessments, etc. for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program for addressing individual student requirements.
- Directs assistant teacher, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.

**SUPERVISORY RESPONSIBILITIES:**

May oversee: Educational Assistants, Student Teachers, Volunteers, or Student Workers

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

Bachelor Degree

Valid Michigan Teaching Certification and meet Federal Highly Qualified Teacher requirements with Science endorsement.

Spanish language skills an asset.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and depth perception. Occasionally the employee will lift up to 10 lbs. such as to lift files and paper.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate to loud.