WAVERLY COMMUNITY SCHOOLS
Position Announcement

Job Title:	**Long-Term 2nd Grade Substitute Teacher - ANTICIPATED**		
Location:	Winans Elementary	**Start Date:**	August 24, 2020
Salary Range/ Level:	$130 Per day	**Terms of Employment**	August 24, 2020 – November 30, 2020
Date Posted:	June 24, 2020	**Application Deadline:**	July 31, 2020
INTERNAL Applicants:	Submit updated resume and letter of interest to Matt Corliss, Director of Human Resources		
EXTERNAL Applicants:	A COMPLETED ONLINE APPLICATION IS **REQUIRED**. See application instructions at: https://www.inghamisd.org/ourimpact/district-support-services/hr/apply/ Resume and cover letter may be: • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917		

Job Description

Qualifications:

- BA/BS Degree
- Michigan Elementary Certification
- Early Childhood Training and Experience preferred

Performance Responsibilities:

- Strong organization skills
- Ability to work collegially and collaboratively on a team with teachers
- Knowledgeable and training in Reading Street/Go Math!
- Ability to work with students with special needs
- Good communication skills
- Good attendance
- Strong technology background with the ability to integrate technology into the classroom
- Complete Progress Reports & host Parent/Teacher conferences
- Other duties as assigned

Preceding data are intended to convey information essential to making fair pay decisions about the job, and are not exhaustive lists of skills, efforts, duties, responsibilities or working conditions associated with it.

Notice of Non-discrimination

It is the policy of Waverly Community Schools not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 515 Snow Rd., Lansing, MI 48917, or phone 517-321-7265