



<b>Date:</b>	October 20, 2021
<b>Position:</b>	<b>Middle School Building Substitute Teacher</b> <i>(Positions will be hired via EDUStaff)</i>
<b>Location:</b>	Highlander Way Middle School
<b>Duration:</b>	November 1, 2021 - June 2, 2022 (pending no additional days being added)
<b>Hours:</b>	7:35 a.m. - 2:20 p.m., Monday - Friday, based on the predetermined 21-22 School Calendar
<b>Summary:</b>	This position is for the individual who doesn't mind potentially being in a different "role" everyday, but who would prefer the luxury of reporting to the same location every day of the school year. The individual needs to be flexible and open to last minute changes in assignments, and open to fulfilling any role within the building (teaching, paraprofessional, lunch aide, etc.)
<b>Education/Qualifications:</b>	The individual in this position needs to hold a current MI secondary teaching certificate with an endorsement in grades 6-8 <u>or</u> daily substitute permit and be approved to sub through EDUStaff. Experience with students with special needs is a plus, however, special education certification is not required.
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>● Report on time to the assigned location to get the daily schedule/assignment for the day. Fulfill the assignment of the day communicating with necessary individuals when deemed appropriate.</li><li>● Establish relationships with building staff, students, and parents.</li><li>● Possess knowledge of HPS organization, mission, and philosophy.</li><li>● Perform other duties deemed appropriate and as assigned by the Building Principal.</li></ul>
<b>Wage Rate:</b>	\$150 per day
<b>Deadline:</b>	Until Filled
<b>Available:</b>	November 1, 2021
<b>Apply to:</b>	Forward letter of interest and/or résumé via email to <a href="mailto:personneloffice@howellschools.com">personneloffice@howellschools.com</a>

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