



# Mio-AuSable Schools

OPPORTUNITY PROFILE  
SECONDARY ENGLISH TEACHER





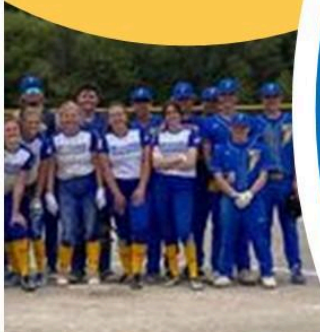
Are you passionate about making a difference in the lives of students while immersing yourself in a close-knit community nestled along the banks of the breathtaking AuSable River? Look no further! Mio-AuSable Schools is seeking dedicated educators and staff to join our family in beautiful northern Michigan.

Here at Mio-AuSable, we pride ourselves on our tight-knit community where everyone knows your name. Our picturesque location alongside the AuSable River offers endless opportunities for outdoor adventures, from kayaking and fishing to hiking and camping, making it an ideal place to live and work for outdoor enthusiasts.

Joining our team means becoming part of a district committed to excellence and growth. Our strategic plan focuses on fostering a supportive and inclusive environment where every student can thrive academically, socially, and emotionally. We prioritize personalized learning experiences, innovative teaching methods, and continuous professional learning to ensure our educators have the tools they need to succeed.

If you are ready to embark on a rewarding journey in education surrounded by natural beauty and a supportive community, Mio-AuSable Schools is the place for you. Come be a part of something special and make a lasting impact on the lives of our students.

Apply now and discover the magic of Mio-AuSable Schools!



Gary Wood  
Superintendent

Sarah Belanger  
Administrative Assistant

Chris Grob  
Elementary Principal  
Special Education Coordinator

April Margaritis  
High School Principal  
K-12 Curriculum Director



**Mio AuSable Schools**  
Knowledge - Responsibility - Respect

1110 West Eighth Street  
Mio, MI 48647  
(989) 826 2400  
www.miok12.net

Todd Wyckoff, *President*  
Allison Long, V. *President*  
Kathi Mitchell, *Secretary*  
Richard Hoffman, *Treasurer*  
Penny Ireland, *Trustee*  
Linda Whaley, *Trustee*  
Darryl Harless, *Trustee*

## SECONDARY (6-12) ENGLISH TEACHER JOB POSTING

TITLE: Secondary (6-12) English Teacher  
BUILDING: Mio AuSable School  
HOURS: Hours and condition as per contract

Position available for the 2024-2025 school year.

Description: See attached job description.

For detailed job requirements, please contact  
High School Principal/K-12 Curriculum Director, April Margaritis at 989.826.2488

Letters of intent should be sent to:

April Margaritis, High School Principal/K-12 Curriculum Director  
Mio AuSable School District  
1110 W. 8<sup>th</sup> St.  
Mio, MI 48647

Email: margaritisa@mio.k12.mi.us  
Telephone: 989-826-2488

DEADLINE: Until filled.

Posted: September 27, 2024

**September 27, 2024**

**POSITION:** Middle School/High School English Teacher  
**LOCATION:** Mio AuSable School  
**REPORTS TO:** Building Principal

**GENERAL DESCRIPTION:**

This position requires subject area expertise commonly associated with secondary teaching and instruction. Directly related coursework and endorsement is required to perform problem analysis using prescribed principles, methods and concepts. The English teacher performs decision analysis and makes decisions of considerable consequence, in determining how best to aid students in the learning process. In addition, the English teacher applies and interprets data, facts, procedures, and policies. This position requires meetings with school administrators, teachers, and other staff to communicate information, data, and alternative problem solutions. The individual in this position will teach middle school/high school English courses that equip students to think critically. This position requires that the individual be self-motivated and a self-starter. Other duties as assigned.

**QUALIFICATIONS:**

- Possess a current State of Michigan Secondary Teaching Certificate with English (BA or BX) endorsement or other certification allowable under the Michigan Department of Education rules.
- Secondary English teaching experience preferred.
- Possess the appropriate bachelor's level degree from an accredited institution.

Knowledge of:

- Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of secondary level students.
- Academic, social, and behavioral characteristics of secondary level students.
- Educational curriculum and instructional goals and objectives, and educational trends and research findings pertaining to comprehensive secondary programming.
- Behavior management and behavior shaping strategies, techniques and methods, and conflict resolution procedures.
- Socio-economic and cultural background differences of the school population.

Ability to:

- Plan, organize, develop, and conduct a comprehensive teaching and instruction program for students at the secondary level.
- Provide appropriate and effective learning experiences for students from a wide range of socio-economic levels and cultural backgrounds.
- Effectively assess the instructional and educational needs of students, and design, develop, and implement sound instructional and educational programs.
- Provide a motivating and stimulating learning environment.
- Perform research and development activities pertaining to curriculum and instructional programs and innovative and creative pilot projects designed to enhance student educational opportunities and experiences.

**PERFORMANCE RESPONSIBILITIES:**

- Teach and implement district-approved curriculum.
- Evaluate student performance using both formal and informal assessment activities.
- Develop lesson plans and instructional material and provide individualized and small group instruction to adapt the curriculum to the needs of each student.
- Plan and direct instruction, engaging students and increasing academic achievement.

- Maintain a secure and orderly classroom environment which is conducive to academic pursuits.
- Prepare and maintain lesson plans.
- Assist with planning curriculum, lessons and teaching methods, and maintain documentation of student performance.
- Leverage student management system for effective tracking and documentation of student performance.
- Translate lesson plans into developmentally appropriate learning experiences.
- Communicate regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc.
- Establish and maintain standards of student behavior to achieve an effective learning atmosphere.
- Identify student needs and develop strategies for individual education plans (IEP) collaboratively with special education teachers.
- Is available to students and parents for education-related purposes outside the instructional day if necessary.
- Establish and maintain appropriate records and reports.
- Conduct parent/teacher conferences.
- Using a growth mindset, seek out and participate in professional development opportunities.
- Maintain regular and consistent attendance and punctuality.
- Maintain a professional personal appearance.
- Adhere to district health and safety procedures as well as Board of Education policies.
- Maintain confidentiality and FERPA laws.
- Possess the ability, flexibility, and willingness to participate, and in some cases organize extra-curricular activities.
- Ability to use educational technology to deepen learning experiences for students.
- Select and requisition books and instructional materials; maintain required inventory records.

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret professional periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondences, and procedure manuals. Ability to effectively present information and respond to questions from staff, students, parents, and other personnel as appropriate.

#### **MATHEMATICAL SKILLS:**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **OTHER SKILLS AND ABILITIES:**

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives (school improvement plan goals) and the needs and abilities of students to whom assigned. Must have essential technology skills, i.e. skilled at PC computer, laptop, and other educational technology. Ability to establish and maintain effective working relationships with students, peers, parents, and other community members. Must possess the ability to speak clearly and concisely in written and oral communication. Must be able to meet multiple demands from several people. Must be organized and meet timeline requirements.

#### **PHYSICAL DEMANDS:**

While performing the duties of this position, it is required to regularly climb or balance, stoop, kneel, crouch or crawl, and talk/hear. Exposure to continuously standing, walking, and occasionally running may occur. The individual may frequently bend or twist at the neck and trunk, squat, reach above the ear or reach forward and

repeat the same gross and hand fine motion more than the average person. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by performance of this position include close and distance vision.

**WORK ENVIRONMENT:**

While performing the duties required by this position, the employee may work indoors or outdoors and occasionally in temperatures above or below 95 to 10 degrees Fahrenheit. The noise level in the work environment is usually loud. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety, well-being, and work output of students.

**DEADLINE FOR SUBMISSION OF MATERIALS:**

Until the position is filled.

**PLEASE SEND COVER LETTER, RESUME, CERTIFICATION CREDENTIALS, AND THREE REFERENCES TO:**

Ms. April Margaritis, High School Principal/K-12 Curriculum Director  
Mio AuSable School District  
1110 W. 8<sup>th</sup> St.  
Mio, MI 48647  
Telephone: (989) 826-2488

Or send in a PDF attachment via email to: [margaritisa@mio.k12.mi.us](mailto:margaritisa@mio.k12.mi.us)

*The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.*

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

*Mio-AuSable Schools will comply with Titles VI and IX of the Civil Rights Act with Section 504 of the Rehabilitation Act of 1973 as amended. No person on the grounds of race, color, sex, national origin, or handicap will be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity.*

*The district will comply with the Michigan Handicappers Civil Rights act of 1977 regarding employment and utilization of educational facilities without discrimination because of religion, race, national origin, age, sex, height, weight, marital status or handicap.*