

Marvin Taylor  
*Superintendent*  
Sarah Belanger  
*Administrative Assistant*  
Gary Wood  
*Elementary Principal*  
April Margaritis  
*High School Principal*



**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 Irelan, *Trustee*  
Linda Whaley, *Trustee*

**SECONDARY FOREIGN LANGUAGE (SPANISH PREFERRED) TEACHER JOB POSTING**

**TITLE:** Secondary Foreign Language (Spanish Preferred) Teacher Job Posting  
**HOURS:** Hours, salary, and work conditions as per master agreement

Position available for the 2024-2025 school year. One full-time classroom instructor certified to teach a foreign language at the middle/high school levels.

Description: See attached job description.

Status: MEA Union Position

For detailed job requirements, please contact April Margaritis, Middle/High school Principal.

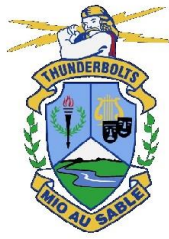
Letters of intent should be sent to:

April Margaritis, Middle/High School Principal  
Mio AuSable School District  
1110 West 8<sup>th</sup> St.  
Mio, MI 48647

Email: [margaritisa@mio.k12.mi.us](mailto:margaritisa@mio.k12.mi.us)

DEADLINE: Until filled.

Posted: April 2, 2024



# Mio AuSable Schools

Knowledge - Responsibility - Respect

April 2, 2024

**POSITION:** Secondary Foreign Language Teacher  
**LOCATION:** Mio AuSable School District  
**REPORTS TO:** Middle/High School Principal

## **GENERAL DESCRIPTION:**

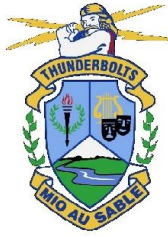
Facilitates student success in academic and interpersonal skills through academic courses of study and by implementing district approved curriculum, documenting teaching and student progress/activities/outcomes; addresses specific needs of students, provides a safe and optimal learning environment, and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

## **QUALIFICATIONS:**

Criminal records check, including Livescan fingerprinting, to reveal no felony convictions; also, misconduct check. Be capable of performing and successfully completing the tasks & responsibilities of this position. Demonstrates personal reliability, dependability and initiative. Possesses the ability to get along with others, to follow directions, and to work independently. Shows pride in doing a job well and recognizes the job as important and essential to the smooth running of the total educational program. Demonstrates good personal habits: mature and responsible judgment, honesty, patience, friendliness, industriousness, good appearance. Demonstrates ability to read, write and use computational skills at proficiency level appropriate to do tasks of position. Positive human relations skills essential in working with students, staff, and the public. Demonstrates successful working relationship with children, including those with special needs. Previous experience in a similar role preferred.

## **ESSENTIAL PERFORMANCE DUTIES AND RESPONSIBILITIES:**

- Background knowledge of working with adolescents.
- Attend weekly staff and team meetings and other meetings as appropriate and requested.
- Adhere to all board policies.
- Administer developmental testing programs, subject specific assessments 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 providing a safe and optimal learning environment.
- Participates in a variety of meetings while conveying and/or gathering information.



# Mio AuSable Schools

Knowledge - Responsibility - Respect

- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, etc.) for documenting student progress and meeting mandated requirements.
- Other duties as assigned by supervisor.

## **EDUCATION, LICENSES and EXPERIENCE:**

- Must have earned a bachelor's degree or higher at an accredited institution of high learning.
- Possess a teacher certification with a world language endorsement (preferably Spanish). Multiple endorsements preferred.
- Experience in teaching secondary foreign language preferred.

## **OTHER SKILLS and ABILITIES:**

- Ability to maintain composure under stressful conditions.
- Develop effective working relationships with students, staff and the school community.
- Be able to meet multiple demands from several people.
- Ability to be a team player and be willing to work well with others.

## **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:**

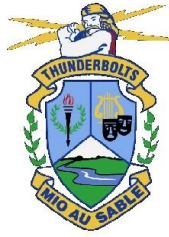
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **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.

## **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.



# Mio AuSable Schools

Knowledge - Responsibility - Respect

## **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 100 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. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and stoop, kneel.

## **DEADLINE FOR SUBMISSION OF MATERIALS:**

Until the position is filled.

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

April Margaritis, Middle/High School Principal  
Mio AuSable School District  
1110 W. 8<sup>th</sup> St.  
Mio, MI 48647

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 School District 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 Handicapper's 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.*