



# Public Schools of Petoskey

## NOTICE OF POSITION OPENING

PERMANENT BUILDING SUBSTITUTE TEACHERS			
<b>Date Posted</b>	August 15, 2023	<b>Application Deadline</b>	Open Until Filled
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>❖ Minimum of 60 college credit hours</li> <li>❖ Teaching certificate, or substitute teaching permit</li> <li>❖ Classroom experience, preferred</li> <li>❖ Must be approved to sub through EDUStaff</li> </ul>		
<b>Primary Responsibilities</b>	<ul style="list-style-type: none"> <li>❖ A Permanent Building Substitute is assigned to one school: elementary (4), middle school (1)</li> <li>❖ Subs may need to cover in an unassigned building if needs are higher in another building on a given day</li> <li>❖ Remain at the assigned school during the entire day unless excused by the principal</li> <li>❖ Follow lesson plans and directions left by the teacher</li> <li>❖ Assume all duties and responsibilities of the absent teacher</li> <li>❖ Leave feedback and notes for the regular classroom teacher</li> <li>❖ Regular and reliable attendance is an essential job function</li> <li>❖ Assist with non-classroom duties when assigned</li> <li>❖ This position is only for the 23/24 school year, September 5, 2023 - June 7, 2024</li> </ul>		
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>❖ \$17.03/hour; 7.25 hours/day</li> <li>❖ Paid time off</li> </ul>		
<b>Application Process</b>	<p>Please visit <a href="https://petoskeyschools.org/employment">petoskeyschools.org/employment</a> to apply online. Complete application &amp; include a letter of interest, resume, references, transcripts &amp; certificates.</p>		
Notice of Non-discrimination			
<p>It is the policy of Public Schools of Petoskey that no person shall, on the basis of race, color, religion, age, national origin or ancestry, sex, marital status or handicap be excluded for participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity and employment as required by Title VI Civil Rights Act of 1963; Section 504 of the Rehabilitation Act. Any questions concerning discrimination should be directed to the Title IX Coordinator, Public Schools of Petoskey, 1130 Howard Street, Petoskey, MI 49770, or phone (231) 348-2100.</p>			

