



WAVERLY COMMUNITY SCHOOLS Position Announcement

Job Title:	K-3 Summer School Teacher (approx. 10 positions) Summer 2025		
Location:	Winans Elementary	Start Date:	May 2025
Salary Range/ Level:	\$40/hour	Terms of Employment	Summer School 2025
Date Posted:	March 10, 2025	Application Deadline:	April 24, 2025 @ 4 pm
Application Process:	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. (See application instructions at K-3 Summer School Teacher July 2025)</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917 		

Job Description

ESSENTIAL JOB FUNCTIONS

Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:

In coordination with the High School Principal, the Summer School Credit Recovery Teacher's responsibilities shall be to:

- Attend planning and training meetings prior to the beginning of Summer School
- Plan a program of study that meets the individual needs, interest, and abilities of all students.
- Prepares and maintains lesson plans for classes assigned and shows written evidence of preparation upon request of supervisor.
- Employs a variety of instructional techniques.
- Guides the learning process toward the achievement of curriculum goals, establishes clear objectives for all lessons, units, projects, etc., and communicates these objectives to students.

- Uses appropriate instructional aids, materials, and equipment when available to present subject matter to the students.
- Evaluates students' progress on a regular basis.
- Maintains a classroom environment which is safe, orderly, and conducive to effective learning and appropriate to the maturity and interests of all students.
- Assists in upholding and enforcing school rules, administrative procedures, and board policies.
- Works to establish and maintain open lines of communication with students and their parents.
- Prepares, maintains, and submits accurate and complete records and reports
- Monitors student attendance
- Performs other job-related functions as may be assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree
- State of Michigan Teacher Certification
- Experience at elementary school level

Preferred Qualifications:

- Prior experience in summer school sessions
- Waverly Community Schools employee
- Good Attendance

Knowledge, Skills and Abilities:

- Demonstrated understanding of curriculum development and lesson execution
- Demonstrated competence in working with staff, students and community
- Experience leading in a multicultural environment
- Demonstrated competence to maintain accurate records
- Demonstrated willingness to grow professionally
- Effective communicator
- Exceptional organizational skills
- Ability to problem-solve around problems of practice
- Demonstrated ability to communicate effectively
- Demonstrated evidence of Waverly Community Schools values, mission, and vision
- Perform other duties as assigned.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT (need to review for each position)

The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Notice of Non-discrimination

Non-Discrimination

The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or msavage@waverlyk12.net.