



- Date:** October 11, 2018
- Positions:** **2 (FTE 1.0) Long-Term Substitute Teachers** (*Positions will be hired via EDUStaff*)
- Locations:** Northwest Elementary School & Southwest Elementary School
- Duration:** 2018-2019 School Year - (ASAP - Thursday, June 6, 2019 (pending no additional days being added))
- Hours:** 8:45 a.m. - 3:45 p.m., Monday-Friday, based on the predetermined 18-19 School Calendar
- Summary:** 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 everyday 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.)
- Education/Qualifications:** The individual in this position needs to hold a current MI elementary teaching (K-5) certificate with and be approved to sub through EDUStaff. Experience with students with special needs is preferred, however, special education certification is not required.
- Responsibilities:**
- 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.
  - Establish relationships with building staff, students, and parents.
  - Possess knowledge of HPS organization, mission, and philosophy.
  - Perform other duties deemed appropriate and as assigned by the Building Principal.
- Wage Rate:** \$100 per day
- Available:** Immediately
- Apply to:** Forward letter of interest and application or resume via email ([personneloffice@howellschools.com](mailto:personneloffice@howellschools.com)) or by mail to:

Liza M. Kelly, J.D., PHR  
Executive Director of Labor Relations & Personnel  
411 N. Highlander Way, Suite B  
Howell, MI 48843

Howell Public Schools is an Equal Opportunity Employer and does not discriminate in its educational policies or practices on the basis of religion, race, color, sex, national origin or handicap of any individual. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. For more information on this posting or employment opportunities with Howell Public Schools, call (517) 568-6241 or visit [www.howellschools.com](http://www.howellschools.com). Applications that are not submitted in the manner stated above shall not be considered.