ARMADA AREA SCHOOLS

Kelly Skokna, Ed.S.
Superintendent of Schools

74500 Burk Street, Armada, Michigan 48005 • (586) 784-2112 • FAX: (586) 784-4268

VACANCY

2026-2027 School Year
November 13, 2026

POSITION: Secondary School English Teacher – 7th Grade

DEADLINE: November 23, 2026 or until filled

APPLY TO: Please submit your letter of application, resume, transcripts, credentials, and letters of recommendation to Superintendent's Office, Armada Area Schools, 74500 Burk Street, Armada, MI 48005; or email ttomayko@armadaschools.org.

QUALIFICATIONS: English Certification (BA) 6-12 - Additional certifications preferred but not required.

REPORTS TO: Building Principal

JOB GOAL: To participate in the development of an exemplary ELA program; to establish a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for secondary school grade education in accordance with each pupil's ability; to establish good relationships with parents, community, and with other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Teach secondary ELA classes utilizing a course of study adopted by the Board of Education and other appropriate learning activities.
2. Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each pupil addressing both developmental needs and individual learning styles.
3. Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
4. Evaluate pupils' academic and social growth, keep appropriate records, and prepare progress reports.
5. Communicate positively with parents through conferences and other means to discuss pupils' progress and interpret the school program.

EVALUATION: Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

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***The Armada Advantage:* Achievement, Community, Innovation**

Equal opportunity employer. Auxiliary services available to individuals with disabilities.
Michigan Relay Center 1-800-649-3777 (Voice and TDD)