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**JOB POSTINGS**

**EXTERNAL**

**PLEASE POST**

TO: All Professional Staff, Placement Agencies & Universities

FROM: Betty Savage  
Assistant Superintendent of Human Resources

DATE: August 24, 2010

RE: **ESL Instructor at Muskegon Community Education Center - AM**

**Muskegon Public Schools** has an open position for a part-time ESL Instructor at Muskegon Community Education Center. This is an hourly teaching position, Monday through Thursday, 3.5 hours per day, AM only. Salary is \$25.12 per hour.

**QUALIFICATIONS:**

- ◆ Must have the ability to create both a flexible classroom program and a class environment favorable to learning and personal growth.
- ◆ Must be able to establish effective rapport with pupils and good relationships with parents and other staff members.

**EDUCATION:**

- ◆ Bachelors degree or higher
- ◆ Valid Michigan Teaching Certificate
- ◆ Must be Highly Qualified

To apply for this position, please fill out an application through our online application system, **AppliTrack**. Go to the MPS website link listed below:

Website: [www.muskegonpublicschools.org](http://www.muskegonpublicschools.org)  
Link: Click on - Job Listings (at the top of your screen)  
Click on the link to fill out a job application.  
Please follow directions carefully and review your application for accuracy.

Make sure your application contains the following:

1. A cover letter stating your interest.
2. A current resume listing experience, qualifications plus other relevant information.

on or before **4:00 p.m., September 7, 2010.**

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