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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: **GED Instructor at Muskegon Community Education Center - AM**

Muskegon Public Schools has an open position for a part-time GED 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
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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