

Come Join Our Team!

POSITION:	Middle School 101 and High School 101 Director
LOCATION:	MacDonald Middle School and East Lansing High School
SALARY:	\$45 per hour
WORK YEAR:	Summer program hours (to be determined by person in this position) plus pre-planning and post-planning wrap up
START DATE:	ASAP
REPORTS TO:	Assistant Superintendent
APPLICATION DEADLINE:	May 15, 2024



www.bit.ly/elpsjobs

General Summary

Under the direct supervision of the Assistant Superintendent, and in accordance with the established policies and procedures of the East Lansing Public School District, the Middle School 101 and High School 101 Director will be responsible for the planning, organization and implementation of the summer 101 program. Tasks will include determining program dates, planning activities, creating a registration process, communication with families, recruiting teachers and para educators, delivering instruction and troubleshooting all issues.

About the Role

1. Plans and organizes the summer 101 program.
2. Determines program dates.
3. Creates and monitors the student registration process.
4. Creates ongoing communication with families before and during the 101 programs.
5. Recruits high school and middle school teachers and paraprofessionals to staff the 101 summer program.
6. Delivers and participates in instruction.
7. Troubleshoots issues as they arise.
8. Communicates with the assistant superintendent.
9. Completes other duties as they arise.

Education, Knowledge and Skills Required

1. Current faculty or administrative staff member

About Us

East Lansing Public Schools, home of Michigan State University (MSU) and a neighbor to the state capital, is seeking a dynamic individual to work in our highly diverse school district. This individual must love kids, have a passion for their success, be a collaborative team player, have a deep understanding of best practices for teaching and learning and engage all students in the learning process. Come work in a district that has built six new elementary schools with state-of-the-art instructional and sustainable enhancements, has multiple partnerships with MSU, encourages continuous professional growth and learning and is highly supported by its families and community!



Why Join ELPS

- ✓ Commitment to creating a positive learning experience for all students
- ✓ Diverse education community
- ✓ Competitive compensation and benefits
- ✓ Collaborative and supportive environment
- ✓ Robust professional development opportunities

How To Apply

Please send a letter of interest to Glenn Mitcham at glenn.mitcham@elps.us with a carbon copy sent to Michele Huisgen at michele.huisgen@elps.us.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the East Lansing Public Schools that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, East Lansing Public Schools has appointed a Title IX Coordinator. Any questions, suggestions or complaints should be directed to:

Rulesha Glover-Payne
Chief Human Resources Officer and Title IX Coordinator
East Lansing Public Schools
509 Burcham Drive
East Lansing, Michigan 48823