

Come Join Our Team!

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| POSITION: | Quiz Bowl Advisor |
| LOCATION: | District-Wide |
| SALARY: | Per ELEA Contract |
| WORK YEAR: | 24/25 School year |
| START DATE: | August 26, 2024 |
| REPORTS TO: | Club Director and Director of Activities and Athletics |
| APPLICATION DEADLINE: | June 5, 2024 |



www.bit.ly/elpsjobs

General Summary

Under the direct supervision of the Club Director and the Director of Activities and Athletics, and in accordance with the established policies and procedures of the East Lansing Public School District, the Quiz Bowl Schedule C Position is responsible for overseeing the organization and implementation of programming for this Schedule C position.

About the Role

1. Supervises all matters related to the specific Schedule C position.
2. Schedules meetings and facilities through the Activities and Athletics Director/Principal.
3. Supervises all meetings and activities of the club.
4. Holds responsibility for the financial affairs of the group and supervision of all meetings and activities.
5. Follows district policies for fundraising.
6. Organizes, supervises and prepares club members for participation in Club Rush is applicable.
7. Completes end of year club evaluation form.
8. For high school advisors, follows all guidelines as outlined in the ELHS Club Advisor Handbook.

Education, Knowledge and Skills Required

1. High School Diploma
2. Ability to inspire students, building enthusiasm and love of the subject
3. Ability to work effectively with students, staff, parents, administrators, and community members
4. Maintain a high level of ethical behavior and exercise good judgment in making decisions
5. Strong organizational and communication skills
6. Ability to interact with students of different ages and skill levels in a positive and professional manner

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
- ✓ Collaborative and supportive environment

How To Apply

For High School Club positions send a letter of interest to the Club Director at Jeffery.lampi@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