

ALGONAC COMMUNITY SCHOOLS
ALGONAC, MICHIGAN 48001

NOTICE OF VACANCY

E20/20 Credit Recovery Coordinator

Qualifications:

- *Michigan Department of Education Teacher Certificate.*
- High level of communication skills
- Demonstrate good attendance and punctuality.
- Work with students to reinforce learning of materials and skills.

Duties:

- Enroll, monitor and mentor all applicable students in the district's online credit recovery system
- Supervise and oversee E20/20 lab
- Track student progress and motivate students to complete work.
- Communicate student progress with parents, staff, and administration consistently
- Provide guidance and instruction to students.
- Completing necessary paperwork when student complete courses.

12 month position (200 Days)

Must meet the NCA (National Central Association) Certification and NCLB's (No Child Left Behind) "High Qualified Teacher" requirements.

Interested and qualified candidates should apply in writing by submitting a letter of application, resume, transcripts, copy of teaching certificate, and credentials to:

Mr. Alan Latosz, Superintendent
Algonac Community Schools
Administration Office
9185 Marsh Road
Algonac, MI. 48001

Phone: (810) 794-9364

Fax: (810) 794-0040

"AN EQUAL OPPORTUNITY EMPLOYER"

Auxiliary aids and services are available upon request to individuals with disabilities.