

**FRUITPORT COMMUNITY SCHOOLS  
NOTICE OF INTENT TO EMPLOY**

**LOCATION:** Fruitport Adult Education

**POSITION:** French Language Teacher

**START DATE:** January 23, 2024

**JOB SUMMARY:** The position is responsible for creating a classroom environment that develops French language skills.

**QUALIFICATIONS:**

- Must possess a valid Michigan Teaching Certificate with appropriate endorsements and meet the Michigan Highly Qualified criteria
- Excellent communication, verbally and in writing, problem solving, planning, organizational and instructional skills
- Ability to establish and maintain effective working relationships with students, staff, parents, and the public
- A NS or YF endorsement (or willingness to get endorsement) preferred
- Experience working with ELLs and their families in an educational setting

**RESPONSIBILITIES:**

- Must follow district and state curricula and assessment requirements
- Prepare course materials, such as syllabi, homework assignments, and handouts for students.
- Evaluate and grade students' classwork and homework, projects, assignments, and papers
- Plan, evaluate, and revise curricula, course content, course materials, and methods of instruction
- Initiate, facilitate, and moderate classroom discussions
- Maintain student records, grades, and other required records
- Willing to work collaboratively with teams of teachers (including special education teachers), families and students of diverse cultural and socioeconomic backgrounds
- Knowledge of and commitment to use technology as an instructional tool to enhance teaching, assessment and learning
- Knowledge of and ability to implement on a regular basis cooperative learning strategies and flexible grouping strategies
- Follow and implement all Board of Education policies, administrative guidelines and building regulations
- Willing to perform other duties as necessary and/or directed by the Director of Adult Education.
- Attendance is an essential job function for this position

***Internal candidates*** interested in applying for this position may do so by sending a letter of interest to Adult Education Program Director, Brenda Baker.

***External candidates*** may apply electronically by clicking the Employment link on the Department tab of our district website [www.fruitportschools.net](http://www.fruitportschools.net)

**Date of Posting: January 10, 2024**

**Date Posting Ends: Until Filled**

Fruitport Community Schools | 3255 East Pontaluna Rd. | Fruitport, MI 49415 | 231-865-4001

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