



**CLARE-GLADWIN**  
REGIONAL EDUCATION SERVICE DISTRICT  
*Excellence in Education Services*

## **NOTICE OF AVAILABLE POSITION**

**Posted: August 27, 2019**

**POSITION TITLE:** 21<sup>st</sup> Century Community Learning Centers SPARKS Site Coordinator

**STARTING DATE:** As soon as possible

**JOB LOCATION:** Farwell High School

**WORK DAYS PER YEAR:** 7.5 hours per day, 185 work days.

**REPORTS TO:** 21<sup>st</sup> Century Community Learning Centers SPARKS Project Director

### **QUALIFICATIONS REQUIRED:**

- Michigan teaching certificate at appropriate grade level OR experience in education as defined by Michigan Out-of-School Time (MOST) Standards of Quality.
- Experience coordinating activities with community partners preferred.
- Supervisory experience preferred.
- Excellent communication and organization skills, computer skills and understanding of educational issues.
- Ability to meet deadlines.
- As a condition of employment, candidate must have a physical, TB test.
- A criminal background check will be completed.

### **JOB OBJECTIVES:**

To provide leadership, coordination and oversight to the 21st Community Learning Centers SPARKS Farwell High School in order to provide quality out-of-school time programming to students, including tutoring, STEM skills, and career and job exploration.

### **APPLICATION DEADLINE: Until Filled**

**APPLICATION PROCEDURE:** Apply electronically or download an application at [www.cgresd.net/employment](http://www.cgresd.net/employment).

Send Resume and completed Application to:

Clare-Gladwin RESD

Attn: Human Resources Dept.

4041 East Mannsiding Road

Clare, Michigan 48617

PH: (989) 386-8635

Email: [cghr@cgresd.net](mailto:cghr@cgresd.net)

Statement of Compliance with Federal Law: The Clare-Gladwin Regional Education Service District Board of Education complies with all Federal laws prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Clare-Gladwin Regional Education Service District that no person on the basis of race, color, religion, national origin, creed or ancestry, age, gender, sexual orientation, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or under any program or activity to which it is responsible, or for which it receives financial assistance from the U.S. Department of Education. For information contact the Superintendent at Clare-Gladwin Regional Education Service District, 4041 E. Mannsiding Rd, Clare, MI 48617 (989) 386-3851.