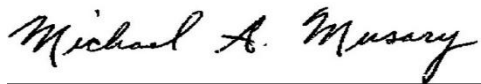


**INTERNAL VACANCY****2025-2026**

January 30, 2025

**POSITION:** Armada Continuing Education (ACE) Teacher**DEADLINE:** February 13, 2025 or until filled**APPLY TO:** Superintendent's Office, Armada Area Schools, 74500 Burk Street,  
Armada, MI 48005; Fax 586-784-4268; or email  
ttomayko@armadaschools.org.*District employees must complete an in-district employee application form (available at school offices)***QUALIFICATIONS:** Michigan Certified Teacher with B.A. in Secondary Education**REPORTS TO:** Building Principal**JOB GOAL:** To supervise and teach in an alternative education classroom with a primary focus on online classes with the ultimate goal of high school graduation.**PERFORMANCE RESPONSIBILITIES:**

1. To monitor and teach students through online classes
2. To keep accurate record of student progress and completion of classes
3. To communicate with students, parents, and internal and external professionals within established timelines.
4. To teach and practice employable skills such as work search resources, resume building, interviewing skills, and job retention
5. To assist and guide students toward a diploma
6. To monitor attendance, grades, and citizenship
7. To coordinate with teaching staff for student success
8. To develop the leadership and citizenship potential of participants
9. To design individualized programs for participants to address skill deficiencies

**EVALUATION:** Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.Michael G. Musary, Ed.S.  
Superintendent of Schools***The Armada Advantage: Achievement, Community, Innovation***