

INTERNAL/EXTERNAL POSTING

POSTING DATE: September 8, 2026
POSITION: **1.0 HIGH SCHOOL ENGLISH TEACHER**
Clawson High School
REPORTS TO: Clawson High School Building Principal
STARTING DATE: Immediately
SALARY: Appropriate placement on Clawson Education Association's salary schedule

Job Overview

An English Teacher is responsible for designing and implementing engaging lesson plans that foster a love for reading, writing, and critical thinking among students. In addition to teaching literature and grammar, English Teachers often work to enhance students' communication skills, preparing them for both academic and real-world success. This role is about more than just imparting knowledge; it involves inspiring students to explore the depths of language, culture, and self-expression.

Qualifications and Skills

- Valid Michigan Teacher Certification
- Appropriate certification, endorsement, and major
- Previous teaching experience, preferably at the same grade level
- Strong knowledge of literature, linguistics, and composition
- Familiarity with educational technology and e-learning platforms
- Capacity to engage students with diverse learning needs
- Exceptional written and verbal communication skills
- Capability to develop interdisciplinary teaching strategies
- Experience in curriculum development and implementation
- Professional development courses or certifications in teaching methodologies
- Strong understanding of English grammar and literature
- Excellent organizational and classroom management skills
- Ability to build rapport with students and encourage a learning-focused environment
- Proficiency in using Microsoft Office Suite and educational software
- Effective communication skills, both written and verbal
- Commitment to continuous professional development
- Collaborative mindset to work with colleagues and parents

Responsibilities and Duties

- Develop and implement creative lesson plans in accordance with curriculum guidelines
- Teach students to analyze and interpret literary texts
- Instruct students in the rules of grammar, punctuation, and syntax
- Guide students in writing essays, research papers, and creative works
- Assess and evaluate students' progress through assignments, tests, and exams
- Provide individualized support and tutoring to help students overcome learning challenges
- Encourage class discussions and critical thinking exercises
- Integrate technology, such as educational software and online resources, into the classroom
- Prepare students for standardized tests and higher education admissions
- Collaborate with other teachers and education professionals to develop interdisciplinary projects
- Participate in parent-teacher meetings to discuss students' academic performance and behavior

Core Curriculum and Instruction

- Teach analytical reading of classic literature, modern novels, and nonfiction
- Instruct advanced writing including argumentative essays, research papers, and citations
- Prepare for standardized tests such as the SAT, ACT, or AP exams
- Develop critical thinking by leading debates on text themes and context.

Student and College Readiness

- Write recommendation letters for students applying to colleges or scholarships
- Offer career guidance through resume writing and professional communication lessons

Essential Physical Functions

Classroom Instruction and Movement

- Stand or walk for extended periods while lecturing or monitoring tests
- Navigate the classroom quickly to help students or manage behavior
- Reach and bend to access files, textbooks, and teaching materials
- Operate technology including computers, smartboards, and projectors

Communication and Visual Monitoring

- Speak clearly to deliver lectures and lead large group discussions
- Hear student questions and responses in rooms with ambient noise
- See the entire room to supervise students and maintain safety
- Read student work in both digital and handwritten formats

Stamina and Environment

- Lift light objects up to 15 pounds, such as stacks of essays or books

- Maintain high energy throughout back-to-back class periods
- Tolerate indoor environments with varying temperatures and artificial lighting

Application Procedure – INTERNAL:

An internal candidate is considered to be an employee covered under the **Teacher** bargaining contract. Please submit a letter of interest to Melanie.Post@clawsonschools.org by September 15, 2026, 4:00 PM.

Application Procedure – EXTERNAL:

Clawson is a member of the **Oakland Human Resources Consortium**. Please apply via <https://www.oakland.k12.mi.us/careers>

Please **DO NOT** mail or bring copies of your application materials to the district or any school office unless specifically requested. The district no longer retains or utilizes paper documents in the initial screening process and unsolicited materials will not be retained.

DEADLINE: Until filled

Clawson is an equal opportunity employer and fully subscribes to the principles of Equal Opportunity. The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs services, activities, or employment practices.

Affirmative Action/Equal Opportunity Employer

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, “Protected Classes”) that are protected by Federal civil rights laws (hereinafter referred to as “unlawful harassment”), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will take affirmative action to ensure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.

The Superintendent has been designated to handle inquiries regarding the nondiscrimination policies.