



## Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190<sup>th</sup> Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2425-48

### NOTICE OF VACANCY

#### **Title: Instructor of Automated Manufacturing Technology**

#### **Program: Career & Technical Education**

**Start date: August 18, 2025**

Classification/FLSA: Non-union, Exempt

Duration: Full-time school year position

183 days / 7 hours per day

Reports to: Principal of Career & Technical Education

Location: Mecosta-Osceola Career Center

**Position Summary:** The CTE Instructor plans, coordinates and delivers state-approved curriculum to secondary level students in the Automated Manufacturing Technology program.

#### **Professional Requirements / Education and Experience**

- Must be able to obtain an Annual Career Authorization requiring 4,000 hours of relevant work experience in machining and manufacturing within the last ten years or eligible for temporary approval.
- Five-year minimum combination of work and/or training experience, preferably within a public school.
- Preferred candidate will have a State of Michigan Standard or Processional CTE Certificate.
- Demonstrated aptitude for work to be performed, such as, but not limited to: exceptional communication skills, positive work ethic, well organized, basic technology skills, and flexibility to work effectively with diverse students and staff.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

#### **Essential Duties**

- Develop and deliver curriculum aligned to Classification of Instructional Program (CIP) Code 48.0501 Machine Tool Operation.
- Provide engaging instruction for high school students to build employability skills related to the program and to professionalism.
- Plan and supervise students as they work individually and in small groups within the classroom and laboratory.
- Supervise and provide guidance to classroom paraeducator.
- Measure student growth and achievement in mastering the curriculum through both written and hands-on assessments.
- Work with administrators and an advisory committee to semi-annually review program standards, effectiveness, and outcomes, as well as equipment needs.
- Perform all general instructional duties, including but not limited to purchasing equipment and supplies, individualizing instruction based on students' needs, maintaining accurate and complete records, and completing all necessary school reports.
- Follow and enforce all policies and procedures to support a safe and inclusive environment for both staff members and students.

### *Supporting Schools and Student Achievement*

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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- Be available beyond the normal workday, on occasion, for MOISD activities and committees in support of public relations, community outreach, and promotion of CTE programming.
- Maintain an attitude of mutual respect and tolerance of other professionals, students, and parents.
- Regular, reliable and prompt attendance is required.
- Additional duties as assigned by the Assistant Superintendent of CTE or designee.

**Compensation: Commensurate with credentials and level of experience.**

**Benefits:** Full family health package, life/add & ltd, employee assistance program; MPSERS retirement; Paid sick and personal leave; Opportunities for professional development and advancement with tuition reimbursement available.

**Posting date: 04/21/2025**

**Application deadline: Until filled**

**Please submit cover letter, resumé and references, and applicable transcripts to:**

**Jessica R. Ross, Human Resources Coordinator**

Email: [jobs@moisd.org](mailto:jobs@moisd.org)

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