

**PUBLIC SCHOOLS OF CALUMET-LAURIUM-KEWEENAW  
OFFICE OF THE DIRECTOR  
CLK VIRTUAL PROGRAMS  
CALUMET, MI 49913**

July 2021

**POSITION: Assistant Director of Virtual Programs**

**JOB DESCRIPTION:** This position requires the delivery of special education services, online teaching duties, and leadership for CLK Virtual programs. A successful candidate will be a certified Michigan teacher with a desire to take on a leadership position that collaborates with the virtual program team to ensure a positive and quality learning experience for our virtual students. This person will work closely with the Director to organize, coordinate and manage daily operations with specific responsibilities to include, but not limited to, working directly with students and their virtual curriculum, including those with IEP's, to create a relationship that is welcoming, supportive, and collaborative to meet their individualized needs.

**QUALIFICATIONS:** Valid State of Michigan Teaching Certificate with preference given to K-8 certification. Endorsement in Special Education desired, however, a willingness to work towards such endorsement will be considered.

**STARTING DATE:** Monday, August 16, 2021.

**SALARY & BENEFITS:** To be determined

**CLOSING DATE:** Monday, August 2, 2021 12:00 PM

**Send letter of application, resume, college transcripts, a copy of teaching certificate, and references to:**

Matthew Vertin, Director  
CLK Virtual Programs  
57070 Mine Street  
Calumet, MI 49913  
(906) 337-0311 ext. 2225  
Fax: (906) 337-5405  
mvertin@clkschools.org

**THE PUBLIC SCHOOLS OF CALUMET, LAURIUM, AND KEWEENAW ARE  
EQUAL OPPORTUNITY EMPLOYERS**