

LINDEN COMMUNITY SCHOOLS
7205 W. Silver Lake Rd.
Linden, MI 48451

NOTICE OF POSITION
INTERNAL/EXTERNAL

Applications are now being accepted for the following position:

Education Development Plan (EDP) Coordinator
Approximately 25 hours per week
\$25,000

Qualifications: High School diploma minimum; Bachelors preferred.
Experience in career planning, understanding the needs of secondary students, and presentation skills preferred.
Knowledge and use of computer applications.

Essential Duties: Coordinate, facilitate, and interpret PLAN/EXPLORE assessments.
Coordinate and organize related EDP activities for MS and HS.
Coordinate updates of student's EDPs using Career Cruising.
Collaborate/report to district secondary administration.
Other duties as outlined in EDP state and local requirements.
Other duties as assigned by administration.

Make application to:

Linden Community Schools, Personnel Office
(Applications must be submitted on-line at
www.AppliTrack.com/gcaps/onlineapp)

The following items must be included in the application:

1. Letter of Application
2. Personal Resume

Date Posted: October 10, 2012

Deadline for Application: October 16, 2012

MISSION STATEMENT

Our Mission is to EDUCATE, nurture and develop ALL LEARNERS to be self-directed and to strive for EXCELLENCE with CONFIDENCE and INTEGRITY by working cooperatively with students, parents, and community.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Linden Community Schools that no person, on the basis of race, color, religion, national origin, ancestry, age, gender, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program, activity or employment to which it is responsible. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the board does business.

