

ALL APPLICANTS

CERTIFIED STAFF

The Comstock Park School District is always looking for qualified educators to add to its team when positions are open. Comstock Park uses an on-line application system www.applitrack.com/cppschools

APPLICATION PROCESS

To establish a complete pre-employment file, please complete the online application. If you are applying for a certified position, you will be requested to attach a resume, transcripts and your credential file to the online application. If your qualifications meet our needs, we will contact you for further information and a possible interview.

We only accept supporting application materials online (resume, cover letter and transcripts, etc.). Therefore, please do not send materials through the U.S. mail or by e-mail. Instead, please upload your electronic files (Microsoft Word, .pdf) through the online application process. If you do not have your supporting materials in an electronic form, you may wish to visit a local business services company (such as Kinko's, etc.) or your university career services department, as they should have the resources to help you scan your "hard copy" materials and save them in a .pdf format.

SALARY & CONTRACT

The Comstock Park Public School District provides employees with salary and an excellent comprehensive benefits package. Other components of support include tuition reimbursement at \$75 per credit hour, a mentor/training program for new teachers and opportunities for professional development.

SUPPORT STAFF

The Comstock Park School District has opportunities for support staff employment in several areas:

- Bus Drivers
- Food Service Workers
- Lunch Room Monitors/Playground Supervisors
- Maintenance/Custodial
- Paraprofessionals
- Secretaries
- Substitute Support Staff

Job opportunities are available in a variety of schedules ranging from 1 hour/day to 8 hours/day. Most support staff positions are school-year with the exception of maintenance/custodial positions and some secretarial positions, which are full-year.

WAGES & BENEFITS

The Comstock Park Public School District provides wages for its employees. Full-time employees (minimum 6 hours/day) are also eligible for an excellent benefit package. Depending on hours worked per week, most positions also include paid sick leave and, holiday pay.

COACHING/ATHLETICS

Comstock Park Public Schools has opportunities for coaching/advising positions in both the athletic and non-athletic areas. Job opportunities may be either high school or middle school level. Coach/advisor positions can be viewed by visiting www.applitrack.com/cppschools

For more information, please contact the Human Resources Office at (616) 254-5003, or via email at jsmith@cppschools.com