

Job Title: Administrator / Teacher

Location: East Martin Christian School, Martin, MI

Position Type: Full-Time

School Year: 2026-2027

About Our School

East Martin Christian School is a small, Christ-centered school located near Martin, Michigan dedicated to partnering with families to provide academic excellence rooted in biblical truth. We seek to cultivate students who love the Lord, pursue wisdom, and serve others with integrity and compassion. EMCS currently has fifty-five full-time students enrolled in K-8 with six full-time and four part-time teachers.

Position Overview

We are seeking a dedicated and spiritually mature **Administrator/Teacher** to serve in a dual leadership and instructional role. This individual will provide day-to-day administrative oversight while also leading our Educational Support Services (ESS) or teaching assigned classes. There may be flexibility in the teaching assignment based on the qualifications of the candidate. The Administrator reports directly to the School Board. The ideal candidate is called to Christian education, values close-knit community, and is passionate about discipling students both academically and spiritually.

Key Responsibilities

Administrative Duties

- Oversee daily school operations and maintain a safe, orderly learning environment
- Provide leadership to staff, students, and families
- Communicate effectively with parents and school board members
- Support student admissions, enrollment, and records management
- Ensure compliance with applicable state and local education requirements
- Lead staff meetings and coordinate school events and activities
- Manage school expenses within the annual budget

Teaching Duties

- Identify students needing extra academic support
- Provide academic support to identified K-8 students as the Educational Support Services teacher in collaboration with classroom teachers and other support personnel

- Plan and deliver engaging, age-appropriate lessons aligned with curriculum standards
 - Integrate biblical principles and a Christian worldview into instruction
 - Assess student progress and maintain accurate academic records
 - Foster a positive environment that encourages growth and character development
 - Provide spiritual mentorship and model Christ-like behavior
-

Qualifications

- A personal relationship with Jesus Christ and a clear testimony of faith
 - Agreement with the school's statement of faith and mission
 - Bachelor's degree in Education or related field (Master's preferred)
 - Valid Michigan teaching certification or ability to obtain certification
 - Prior elementary teaching experience required; leadership experience preferred
 - Ability to implement effective strategies for reading and math intervention
 - Strong organizational, communication, and interpersonal skills
 - Ability to multi-task and thrive in a small school environment
-

Personal Characteristics

- Demonstrates spiritual maturity and servant leadership
 - Passionate about Christian education and discipleship
 - Flexible, proactive, and solution-oriented
 - Committed to partnering with parents in the education process
-

Compensation

- Salary commensurate with experience
 - Full family health insurance
 - Up to 5% retirement savings match contribution
-

How to Apply

Interested candidates should submit the following:

- Cover letter indicating your interest in the position
- Resume
- Personal statement of faith and the impact of faith on your career
- Names and contact information for three professional references

Please email application materials or direct inquiries to Mr. Jim Greydanus, Administrator
(jgreydanus@eastmartin.org)
Application deadline: Until filled

Join us in shaping hearts and minds for Christ while building a strong academic foundation for lifelong learning.