



EAST JACKSON COMMUNITY SCHOOLS
OFFICE OF THE SUPERINTENDENT

Steve Doerr
Superintendent

1404 N. Sutton Road

Jackson, Michigan 49202

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EAST JACKSON COMMUNITY SCHOOLS
JOB POSTING
June 28, 2018



TITLE I INSTRUCTIONAL ASSISTANT– East Jackson Community Schools is seeking 1 (one) 3rd- 6th grade Title I Instructional Assistant at East Jackson Elementary

REPORTS TO: East Jackson Elementary Principals

PAY

Per Hour: \$14.28 x 7 hours per day = \$99.96 per day (no paid lunch)

HOURS

7.0 paid hours per day

Times: 8:15 a.m. – 3:45 p.m.

NATURE AND SCOPE OF JOB: The instructional assistant will be supporting classroom instruction in all content areas. He/She will be working with individuals and small groups of students who are identified as needing more direct and intense instruction to further develop their skills. The instructional assistant may provide tutoring during recess times to support academic progress. The supervision of students while in the cafeteria and during recess is also part of daily responsibilities. A daily log will be kept by the instructional assistant to document the students assisted and the content areas supported. Other duties may be assigned by building administrators.

REQUIREMENTS

1. Valid teaching certificate strongly preferred.
2. Excellent integrity, demonstrate good moral character and initiative.
3. Demonstrate effective organizational skills and follow-through.
4. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and community.
5. Demonstrate the ability to communicate effectively, both orally and in writing, using proper grammar and vocabulary.
6. Exhibit consistent and reliable attendance.

EVALUATION

Building principals will evaluate performance of the instructional assistants and provide feedback as the school year progresses.

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DEADLINE

July 13, 2018 or until filled

To Apply Internally – Please send a letter of interest to Ms. Heather Jacobs, Principal, at Heather.Jacobs@eastjacksonschools.org or East Jackson Elementary, 4340 Walz Rd. Jackson, MI 49201.

To Apply Externally – Please visit our website at www.eastjacksonschools.org to download and print the 4-page application. Fully complete the application and send the completed copy to our Board Office by the deadline. Digital applications may be submitted in **one** attachment in PDF format to Deana Minder, Administrative Assistant to the Superintendent by email: Deana.Minder@eastjacksonschools.org

All application materials that are mailed should be addressed as follows:

Contact: Steve Doerr, Superintendent
East Jackson Community Schools
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