

JOB POSTING

Coleman Community Schools
4823 N. Coleman Schools Rd., Coleman, MI 48618
Reading/Writing/Math Interventionist



Date: 11.09.2023
Department: Elementary
Reports To: Building Principal/Title I Director
Closing Date: Until Filled

The Student Interventionist will primarily serve as a support for at-risk students who are well below grade level in various core subject areas to increase their academic achievement.

Qualifications:

- 60 credit hours in a related field
- Knowledge of learning strategies in the core areas of Math, Reading and Writing preferred
- Experience working with students in small groups; Familiarity with workshop approach to reading instruction and small group math preferred
- Be able to assess students using national, state, and local assessments
- Be able to progress monitor students and record progress
- Experience working with parents, teachers and administrators

Instructional Program Responsibilities/Tasks:

- Maintain timely and regular attendance
- Present timely and additional instruction that supports the core instructional program for identified students at the elementary building.
- Coordinate and conduct individualized or small group instruction based on current research and identified needs of Title I participants in the elementary building.
- Support determined needs within various subject areas and collaborate with teachers and administrators to interpret, use assessment data to improve instruction, and problem solve.
- Collaborate with classroom teachers to identify students who qualify for Title I programs by examining student work, monitoring progress, and analyzing formative and summative assessment data.
- Assist with differentiated instruction.
- Follow required Federal, State, and Title I/ESSER Statutes.
- Maintain Daily Activity Logs and turn them in to the Principal monthly.
- Submit, as appropriate, Personnel Activity Reports (PARs) and/or Semi Annual Certifications
- Participate in other approvable Title I/At-Risk duties as assigned by the Building Principal or Title I Director.
- Other duties as assigned.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to remain in a stationary position for long periods of time. This person in this position will be required to move about the inside of the building and will be required to open and close filing cabinets, operate office equipment and computers. The person in this position will spend a majority of their time

communicating with students, staff and parents and must be able to exchange and record accurate information in these situations. The employee may need to travel to different work locations.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with students, staff and public. At times, the employee may be directly responsible for the safety and well-being of students.

TERMS AND CONDITIONS OF EMPLOYMENT:

Part time employment: Monday-Friday (5 hours per/day with time to be determined based on student need) @ \$20.00 per/hour. 180 school days. The position will be re-evaluated each year but will originally be funded through 31a At-Risk budgets.

EVALUATION:

Performance of this job will be evaluated by the building principal.

APPLICATION PROCEDURE:

Apply in person or by mailing your resume, references and any additional information to:
Coleman Community Schools, Administration Office, Attn: Kerry Berthume, Board Office Secretary, kberthume@colemanschools.net, 4823 N. Coleman Schools Drive, Coleman, MI 48618.

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. Coleman Community Schools is an Equal Opportunity Employer.

This position is hereby posted beginning:
November 9, 2023 and ending: Until Filled



**Jennifer McCormack, Superintendent
Coleman Community Schools**

JobpostinginterventionistElem10.27.2022

COLEMAN COMMUNITY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

For Administration use only - Please complete below information and return to Business Office.

Account Type:	Account #:
Name of New Hire:	Date of Hire:
Recommended by:	Start Date:
Step:	District Employee or PCMI Coach (circle one)
Education Level (CEA only):	Salary/Hourly Rate:
Business Manager:	Superintendent:
Payroll Specialist:	Administrative Assistant/ Data Specialist: