



**EAST JACKSON COMMUNITY SCHOOLS**  
**OFFICE OF THE SUPERINTENDENT**

1404 N. Sutton Road

Jackson, Michigan 49202

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**EAST JACKSON COMMUNITY SCHOOLS**  
**JOB POSTING**  
**October 2, 2017**

TITLE I INSTRUCTIONAL ASSISTANT– East Jackson Community Schools is seeking 1 (one) 3-6 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.

DEADLINE

October 16, 2017 or Until Filled

**To Apply Internally** – Please send a letter of interest to Ms. Heather Jacobs.

**To Apply Externally** – Please visit our website at [www.eastjacksonschools.org](http://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 Michelle Day, Executive Assistant to the Superintendent by email: [michelle.day@eastjacksonschools.org](mailto:michelle.day@eastjacksonschools.org)

All letters and other application materials should be addressed as follows:

**Contact:** Heather Jacobs, Principal  
East Jackson Elementary  
4340 Walz Road  
Jackson, MI 49201