

Stephen Doerr  
Superintendent



EAST JACKSON COMMUNITY SCHOOLS  
OFFICE OF THE SUPERINTENDENT

1404 N. Sutton Road

Jackson, Michigan 49202

(517) 764-2090  
FAX (517) 764-6033

**Job Posting**  
**March 6, 2024**

**Math Interventionist** - East Jackson Secondary School is seeking a Math Interventionist to academically serve students grades 7-12.

**Reports To** - East Jackson Secondary Principals

**Pay** - \$18.20 per hour

**Hours** - 7:40 a.m. – 2:25 p.m.

**Job Responsibilities** The math interventionist will be supporting classroom instruction in math. 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. A daily log will be kept by the math interventionist to document the students assisted and the content areas supported. Other duties may be assigned by building administrators.

**Requirements**

1. Minimum 60 college credits
2. Valid teaching certificate strongly preferred.
3. Excellent integrity, demonstrate good moral character and initiative.
4. Demonstrate effective organizational skills and follow-through.
5. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and community.
6. Demonstrate the ability to communicate effectively, both orally and in writing, using proper grammar and vocabulary.
7. Exhibit consistent and reliable attendance.

**Evaluation** Building principals will evaluate performance of the math interventionist and provide feedback as the school year progresses.

**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 regularly required to sit, stand, walk, talk and hear. Employee regularly performs duties using a personal computer, and a variety of files, forms and



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documents and must be able to use hands, fingers, and arms in a manner that allows the individual to type, use a computer mouse. The employee is occasionally required to stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus while moving about a classroom. Employee may occasionally lift up to 25 pounds.

**Work Environment** - The noise level in the work environment is occasionally moderate to loud. The employee is frequently required to interact with the public and other staff.

**Deadline** – Friday, March 20, 2024 by 3:00 PM or until filled

**Apply Internally** – Please send a letter of intent by email to [jeff.punches@eastjacksonschools.org](mailto:jeff.punches@eastjacksonschools.org).

**Apply Externally** – Please visit our website at [www.eastjacksonschools.org](http://www.eastjacksonschools.org) to download and print the 4-page application. Send your completed application, resume' and 3-5 reference letters via email or USPS by the deadline stated above.

Digital applications should be submitted as **one** PDF attachment to Middle School Principal, Jeff Punches at [jeff.punches@eastjacksonschools.org](mailto:jeff.punches@eastjacksonschools.org)

Mailed application and materials should be addressed as follows:

MS Principal, Jeff Punches  
East Jackson Secondary School  
5166 N. Sutton Road  
Jackson, MI 49202



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