



TITLE I READING AND MATH JOB DESCRIPTIONS

Concord Academy Petoskey is a small, rural public school academy in Petoskey, Michigan. CAP offers a comprehensive Developmental Kindergarten through 12th grade curriculum, including regular and special education. Concord's mission is to provide an inspiring and challenging educational environment conducive to the development of critical and creative thinking through the integration of the arts with mathematics, technology, and the sciences (STEAM).

Primary Function: To work directly with identified students to provide reading and/or math intervention.

Qualifications:

- At least two years of study at an institution of higher education (equal to 60 semester hours)*; or
- An associate's degree (or higher); or
- Pass a Basic Skills Examination in the following areas:
 - ❖ Knowledge of, and the ability to assist in, instructing reading, writing, and mathematics; or
 - ❖ Knowledge of, and the ability to assist in, instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.

Responsibilities:

Accountability

- Identify students eligible for the program's academic interventions.
- Work directly with identified students, using a 60/40 push-in/pull-out model.
- Assists in the collection of data, its analysis, and its use to inform instructional decisions to improve student achievement.
- Maintain and update student achievement data.
- Assists in coordinating programs/services such as; Title I family learning nights.
- Assist with classroom management to provide an orderly, productive classroom environment while respecting individual student needs.

Communication

- Provide communication to teachers and parents regarding students' academic progress.

Curriculum

- Provide instructional support services under the direct supervision of a teacher.
- Prepare lesson plans for interventions.

Philosophy

- Follow/support The Concord Creed as the core of the school culture and discipline plan
- Help provide a safe, learning environment

Scheduling

- Works cooperatively and collaboratively with building staff to create intervention schedules.
- Participate in meetings, workshops, and trainings to convey and/or gather information required of the position

Other responsibilities as assigned at the direction of the Administrator

Benefits:

- Health Insurance
- Dental & Vision
- Simple IRA

Application Deadline: Open until filled

Direct inquiries, cover letters, and resumes to Kali McNamara at kmcnamara@concordpetoskey.com.

DISCRIMINATION INFORMATION: Concord Academy Petoskey is an equal-opportunity employer. It does not discriminate on the basis of race, color, national origin, creed, age, religion, sex, height, weight, marital status, or disabling condition in employment. No person shall be denied employment solely because of any disability which is unrelated to the individual's ability to do the essential functions and duties of the job or without accommodation. Under state law, a person with a disability condition may not allege a failure to accommodate a disabling condition unless the employer knew or reasonably should have known that an accommodation was needed.