Notice of Vacancy

Northwest Community Schools
6900 Rives Junction Road
Jackson, MI  49201
517-817-4726
Fax: 517-569-2395

Date: June 13, 2019

Position: Instructional Aide (Math Lab, Directed Study, Reading Intervention)

Location: Northwest Kidder Middle School

Hours: 7.0 Hours/Day (Hours May Vary)

Start Date: August 19, 2019 (approximately)

Qualifications: See attached job description. Must meet NCLB qualifications.

Hourly Pay: Internal Candidates: Step 1, Per Contract
External Candidates: 90% of Step 1, Per Contract

Benefits: Pak B Insurance, Without Cash Option, Per Contract

Application Deadline: June 20, 2019, or later until filled

Application Procedure: Submit letter of intent to:
Cindy Devereaux – Central Administration Office
Northwest Community Schools
6900 Rives Junction Road
Jackson, MI  49201
Email: cindy.devereaux@nwschools.org
Fax: 517-569-2395

Geoff Bontrager, Ed.D.
Superintendent
NORTHWEST SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Instructional Aide (Math Lab, Directed Study, Reading Intervention)
REPORTS TO: Building Principal

QUALIFICATIONS
1. Must meet the Highly Qualified requirements for NCLB.
   ... Complete at least two years of study at an institution of higher education (equal to
   60 semester hours); or
   ... Obtain an Associate’s (or higher) Degree; or
   ... Demonstrate, through a formal academic assessment test (MTTC or ETS Parapro
   Assessment) knowledge of and the ability to assist in instructing reading, writing,
   and mathematics (or, as appropriate, reading, writing, and mathematics readiness).
2. Knowledge of or willing to train in Renaissance Products Star Math and Accelerated
   Math.
3. Basic knowledge of the Northwest Kidder Middle School Curriculum.
4. Must be a self-starter and able to work with little supervision.
5. Ability to respond to the individual differences and needs of the students within a class.
6. Ability to troubleshoot common computer/program issues

JOB GOAL
Provide support for instructional staff and student(s) in the educational setting.

PERFORMANCE RESPONSIBILITIES
1. Implement the Renaissance product Accelerated Math for each math class once a week.
   Set up and coordinate with each teacher weekly.
2. Implement the Renaissance product Star Math for each math class three times a year.
3. Set up a schedule for Math Lab so that each math teacher’s class comes once a week.
4. During Math Lab, set up and run the computer program as the teacher helps supervise.
5. Troubleshoot Renaissance products.
6. Provide in-classroom instructional aide support for Reading Intervention classroom
   teacher(s), as assigned.
7. Provide in-classroom instructional aide support for Directed Study classroom teacher(s),
   as assigned.

TERMS OF EMPLOYMENT
Salary, benefits, and working conditions will be according to the working agreement between
the Northwest Board of Education and the Northwest Educational Support Personnel.

EVALUATION
The Building Administrator will evaluate performance at least annually.

6/10/2019