



Job Title: Writing Academic Interventionist (MUMFORD HIGH SCHOOL)

Reports to: Principal

Primary Purpose:

Under the direction of the Principal, the Writing Academic Interventionist, The Writing Academic Interventionist will work with small groups of children identified as at-risk in writing. The Academic Interventionist will also work closely with the building administration and faculty, as well as parents, to ensure student learning.

QUALIFICATIONS

Education/Certification

- Possess a Bachelor's Degree (Education) or higher in English/Language Arts or closely related field. Michigan Teaching Certificate.
- Possess an understanding and experience with curriculum design, planning and instruction.
- Have strong communication skills (written and oral).
- Minimum of 5 years of successful teaching experience. Strong background in writing preferred.

Essential Functions:

- Assesses children throughout the school and identify children at risk.
- Designs and implements academic interventions using research-based methodology in writing.
- Communicates with school personnel and parents of children regarding writing and/or math level and rate of progress.
- Differentiates instruction based on assessment data.
- Documents interventions and progress on each child.
- Assists teachers by providing training in the area of adolescent literacy as needed.
- Works monthly with the school leadership team to guide and monitor the progress of each child.
- Participates in team review concerning academic progress for students who are struggling or are in need of services.

- Uses Performance Series, ACT style testing and other assessments for evaluation of student progress.
- Shares district data with Grade Level Teachers.
- Provides pre and post-test data to staff and supervisor.
- Provides small group instruction.
- Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of each student to ensure success.
- Supervises students in a variety of school related settings.
- Communicates and interacts with students, parents, staff and community.
- Develops, selects and modifies instructional plans and materials to meet the needs of all students.
- Maintains appropriate records and follows required procedures and practices.
- Monitors appropriate use and care of equipment, materials and facilities.
- Plans, organizes and provides instruction based on Common Core State Standards.
- Administers informal and formal assessments
- Interacts with and collaborates with schools within the district and with local community service providers.
- Must incorporate district initiatives within instruction (adopted programs/policies).
- Provides written feedback to students.
- Evaluates and assesses student progress against instructional objectives.
- Manages classroom organization.
- Work cooperatively with the administration and staff to schedule meetings.
- Knowledge of educational research, trends, and best practices.
- Performs duties as assigned.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Must work indoors and outdoors year-round.
5. Must work in noisy and crowded environments

Method of Application: All interested candidates should submit an electronic letter of application and current resume to:

Dr. MiUndrae Prince
 Assistant Chancellor
 Human Capital, Equity, and Accountability
 Education Achievement Authority of Michigan
 3022 West Grand Boulevard, Suite 14-652
 Detroit, Michigan 48202

By E-mail to: mprince@eaafmichigan.org

Candidates may also contact the principal directly at ddavis@eaaofmichigan.org

Employee Signature Date

NOTE: By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all- inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.