



School District of the City of Pontiac Human Resources Vacancy Announcement

EDUSTAFF CONTRACT POSITION

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT: City of Pontiac School District is an Equal Opportunity Employer. Position is subject to City of Pontiac School District policy, rules, and regulations An Equal Opportunity/Affirmative Action Employer It is the policy of the School District of the City of Pontiac that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further the School District of the City of Pontiac Board of Education strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination. The following individuals have been designated to handle inquiries regarding nondiscrimination policies: Title II, Title VI & Title IX Coordinators: Darryl Segars 248-451-6802; Section 504 Coordinator: Yvette Williams, 248-451-6825. All complaints may be addressed to 47200 Woodward Ave, Pontiac, MI 48342.

JOB TITLE:	Literacy Interventionist (Part-time) EDUSTAFF Contract
POSITION DESCRIPTION:	To provide supplemental literacy instruction to students in Kindergarten- 5 th grade who are below grade level in a targeted core content area.
TITLE REPORTS TO:	Building Principal
COMPENSATION:	\$40.00 per hour - 29 hours a week NO BENEFITS
LOCATION:	Alcott
LENGTH OF CONTRACT:	185 Days
START DATE:	Upon Hire
FSLA STATUS:	Non-Exempt
DATE OF POSTING	August 12, 2025
INTERNAL POSTING URL:	https://www.edustaff.org/
APPLICATION PROCESS:	Complete application procedure with Oakland Human Resources Consortium (OHRC)
QUALIFICATIONS:	<ul style="list-style-type: none">• Provide targeted small-group or one-on-one reading instruction for students below grade level.• Implement evidence-based literacy interventions aligned with school curriculum and student needs.• Assess student reading levels and progress using formal and informal assessments.• Track and document student performance data to guide instruction and report progress.• Collaborate with classroom teachers to support literacy goals and strategies in the general classroom.• Adjust instructional methods and materials based on student progress and learning styles.• Support development of phonics, fluency, vocabulary, and comprehension skills.• Communicate regularly with parents, teachers, and administrators about student progress and needs.• Participate in professional development focused on literacy instruction and intervention best practices.

LICENSES, REGISTRATION OR CERTIFICATIONS:	<ul style="list-style-type: none"> • English Endorsement • Master's degree • Criminal background check • Drug screen required
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Provide instructional coaching to English/ELA teachers through observation, modeling, and feedback. • Support teachers in implementing evidence-based literacy and language development strategies. • Collaborate on curriculum design and alignment to state standards. • Develop and deliver professional learning sessions and facilitate PLCs. • Analyze assessment data to inform instructional decisions and monitor student progress. • Recommend and support targeted interventions for struggling students. • Promote culturally responsive and inclusive instructional practices. • Maintain documentation of coaching activities and professional development provided. • Stay current on literacy research and best practices. • Collaborate with administrators, specialists, and instructional teams to meet school goals.
OTHER DUTIES	<ul style="list-style-type: none"> • Organizational Support – Follow policies and procedures; complete tasks correctly and on time; supports organization's goals and values; support affirmative action and respect diversity. • Attendance/Punctuality – Is consistently at work and on time; arrive at meetings and appointments on time. • Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; complete tasks on time or notify appropriate person with an alternate plan. • Language Skills – Ability to read, analyze, and interpret written materials. Ability to write reports, and correspondence. Ability to effectively present information and respond to questions. • Mathematical Skills – Ability to calculate figures and amounts. Ability to do basic bookkeeping. • Reasoning Ability – Ability to solve and deal with practical problems. Ability to interpret written and oral instructions. Ability to remain flexible and to cope with numerous interruptions. • Computer Skills - To perform this job successfully, an individual should have knowledge of accounting software; database software; human resource systems; internet software; purchasing processing systems; payroll systems; spreadsheet software and word processing software. <p>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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>

PHYSICAL ACTIVITIES &
REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
- The employee is frequently required to use hands to finger, handle, or feel.
- The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision ability required by this job includes close vision, distance vision, peripheral vision and ability to adjust focus.

Job Posting Approved by: Ashley Smith, Interim Assistant Superintendent of Human Resources

Approval Date: 8.13.2025