



525 12th Street
Manistee, MI 49660
231.723.3521

ACADEMIC SPECIALIST POSTING

(Internal/External)

July 27, 2026

- POSITION(S):** **Elementary Academic Specialist**
Multiple positions, up to 25 hours per week during school year
- QUALIFICATIONS:** Current or Expired Michigan Teacher Certification OR
Currently Enrolled in a Student Teaching Program through a
College or University OR a Bachelor's Degree or Higher
- RECOMMENDED:** Experience with elementary students in Tier 2 or 3, ability to work
closely with ELA Coach and Math Coach to align targeted
instruction for small groups and individual students, and
understand/administer diagnostic assessments. Experience/skills
with data collection, recording, and entry (running records, DRA
progress monitoring, AVMR, etc.)
- PAY/BENEFITS:** \$25 per hour
- EXPIRATION:** Until Notified
- APPLICATION:** **Internal:** Letter of Interest
External: Letter of Interest, Resume', Current Teaching
Certificate-if available, Transcripts, and Three (3) Letters of
Reference
- Submit electronically to:**
Traci Joseph
Manistee Area Public Schools Board Office
tjoseph@manistee.org

District Policy: The District does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability, or any other legally prohibited basis in admission or access to District programs and activities. The information contained in this job description is for compliance with the American with Disabilities (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.