

***POSTING/Employment Opportunity – November 6, 2014***

|  |
| --- |
| Paraprofessional 6.5 Hours/Daily***2014-2015 School Year*** |
| Qualification Requirements | * Minimum of a high school diploma or equivalent; some college level preparation preferred.
* CPR certification – adult, infant and child and First Aid certification (will train). Must be certified in crisis/physical management or will to become certified
 |

|  |  |
| --- | --- |
| Essential Duties and Responsibilities | * Assist and support teachers in classroom instructional, behavioral and emotional development activities, engages students as instructed by teacher.
* Instruct and reinforce reading and comprehension strategies such as word decoding, guided reading, phonetics, letter-sound recognition, oral re-telling etc. and use motivational techniques to build confidence and self-esteem in emergent readers.
* Use creative educational games, including computer software programs, to reinforce learning strategies based on individual student needs.
* Plans instruction techniques and methodologies and prepares lesson materials based on assessments of individual students and their needs.
* Instructs and reinforces writing practices such as letter formation.
* May perform other specialized learning related activities such as operating a center program that provides hands-on learning that reinforces current classroom learning topics and teaching work-study students.
 |

|  |  |
| --- | --- |
| Salary and Benefits | Salary determined by paraprofessional contract.  |

|  |  |
| --- | --- |
| Deadline | 3:00 p.m. on November 12, 2014 or until filled |

|  |  |
| --- | --- |
| Method of Application | Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to: |
|   | Arica ZennerKalkaska Public Schools315 South Coral Street Kalkaska, MI 49646 | Or electronically as ONE document to: azenner@kpschools.com |

|  |  |
| --- | --- |
| Contact Information | Please direct questions to Arica Zenner at e-mail azenner@kpschools.com. |

|  |
| --- |
| The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109 |