

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

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| 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 |

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| 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. |

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

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

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| Method of Application | Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to: | | |
|  | Arica Zenner  Kalkaska Public Schools  315 South Coral Street  Kalkaska, MI 49646 | Or electronically as ONE document to: azenner@kpschools.com |

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

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