



Kalkaska Public Schools

Posting / Employment Opportunity

January 16, 2017

High School Media Center Para-Professional 4/hrs/daily 2016-2017 School Year

Qualification Requirements	<ul style="list-style-type: none"> Completed High School diploma. Knowledge of and the ability to assist in instructing reading, writing and mathematics or willingness to attend district provided instruction in these areas. CPR certification – adult, infant and child and First Aid certification (will train). 		
Essential Duties and Responsibilities	<ul style="list-style-type: none"> Ability to supervise and work with students. Experience working with students in a structured environment is preferred. Evidence of good employment record, including attendance. Regular and reliable attendance. Any other duties assigned by Administrator. 		
Salary and Benefits	Salary determined by paraprofessional contract.		
Deadline	3:00 p.m. on January 20, 2017 or until filled		
Method of Application	<p>Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%; vertical-align: top;"> <p>John Sattler Kalkaska Public Schools 315 South Cedar Street Kalkaska, MI 49646</p> </td> <td style="width: 40%; vertical-align: top;"> <p>Or electronically as ONE document to: jsattler@kpschools.com</p> </td> </tr> </table>	<p>John Sattler Kalkaska Public Schools 315 South Cedar Street Kalkaska, MI 49646</p>	<p>Or electronically as ONE document to: jsattler@kpschools.com</p>
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Contact Information	Please direct questions to John Sattler at: jsattler@kpschools.com or by phone: 231-258-9167.		

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