



Kalkaska Public Schools

Posting / Employment Opportunity

August 15, 2019

Paraprofessional – Preschool/Library Aide

2019-2020 School Year

Qualification Requirements	<ul style="list-style-type: none"> • Minimum of a high school diploma or equivalent; some college level preparation preferred. • Child Development Associate Credential (CDA) or an associates of arts in early childhood /preschool education or childhood development or 120 hours of documented formal child care education offered my MDE • CPR certification – adult, infant and child and First Aid certification (will train). • TB test, preferred.
Essential Duties and Responsibilities	<ul style="list-style-type: none"> • 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. • Maintain library and all of its inventory. • Regular and reliable attendance. • Any other job duties assigned by the building principal. • The employee shall remain free of alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
Salary and Benefits	Salary determined by paraprofessional contract.
Deadline	3:00 p.m. on August 28, 2019 or until filled
Method of Application	<div> <div> Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to: </div> <div> <div> Arica Zenner Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646 </div> <div> Or electronically as ONE document to: azenner@kpschools.com </div> </div> </div>
Contact Information	Please direct questions to Arica Zenner at e-mail azenner@kpschools.com .

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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