



# Kalkaska Public Schools

Posting / Employment Opportunity

October 20, 2021

## EXTERNAL Health Para-Professional

2021-2022 School Year

<b>Qualification Requirements</b>	<ul style="list-style-type: none"> <li>• Minimum of a high school diploma or equivalent; some college level preparation preferred.</li> <li>• CPR certification – adult, infant and child and First Aid certification (will train).</li> <li>• Pass background check</li> <li>• Experience in the use of typing, computers, office machines preferred.</li> <li>• Ability to relate successfully with fellow workers.</li> <li>• Ability to assume responsibility with a minimum of supervision.</li> <li>• Ability to work with and supervise students. Experience working with students in a structured setting preferred.</li> <li>• Evidence of a good employment record, including attendance, if previously employed outside the home.</li> </ul>		
<b>Essential Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise a safe setting for all students.</li> <li>• Teach appropriate language and social skills. (Assist in carrying out disciplinary procedures for inappropriate or unkind behavior).</li> <li>• Assist student on and off the bus.</li> <li>• Assist student when dressing for outdoor recess. Attempt to have them become independent as possible. Stay with student outside at all times.</li> <li>• Observe student at lunch to avoid choking.</li> <li>• Assist student with activities that require walking any distance.</li> <li>• Keep records when and where required.</li> <li>• Maintain high level of ethical behavior and confidentiality.</li> <li>• Regular and reliable attendance.</li> <li>• Any other assignments assigned by building principal.</li> <li>• The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.</li> </ul>		
<b>Salary and Benefits</b>	Determined by the support staff contract.		
<b>Deadline</b>	3:00 p.m. on November 2, 2021 or until filled		
<b>Method of Application</b>	<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;"> Rick Heitmeyer  Kalkaska Public Schools  315 South Coral Street  Kalkaska, MI 49646 </td> <td style="width: 40%; vertical-align: top;"> Or electronically as ONE document to:  <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a> </td> </tr> </table>	Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE document to: <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a>
Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE document to: <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a>		

<b>Contact Information</b>	Please direct questions to Rick Heitmeyer at e-mail <a href="mailto:rheimeyer@kpschools.com">rheimeyer@kpschools.com</a> .
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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