



## EXTERNAL Instructional Para-Professional High School

*2021-2022 School Year*

<p><b>Qualification Requirements</b></p>	<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. Experience with supporting positive student behavior is preferred.</li> <li>• Evidence of a good employment record, including attendance, if previously employed outside the home.</li> </ul>
<p><b>Essential Duties and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Assist and support teachers in classroom instructional, behavioral and emotional development activities, engages students as instructed by teacher.</li> <li>• 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.</li> <li>• Knowledge of proper discipline procedures for uncooperative and hard to manage students.</li> <li>• Knowledge of student’s impairment or handicap.</li> <li>• Any other duties deemed necessary by supervisor.</li> <li>• Regular and reliable attendance.</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> <li>• Supervision of students.</li> <li>• Reinforce what has been taught by the teacher.</li> <li>• Keep accurate records if required and/or necessary.</li> <li>• Follow schedule as outlined by Principal or designee and yet be flexible because of special programs within the school day.</li> <li>• Assist teachers and/or administration.</li> <li>• Use typewriter, computer, copier and/or other office machines as needed to fulfill the responsibility of assisting teachers and/or administration.</li> </ul>

<b>Salary and Benefits</b>	Determined by the support staff contract.	
<b>Deadline</b>	3:00 p.m. on October 29, 2021 or until filled	
<b>Method of Application</b>	Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:	
	Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE document to: jobs@kpschools.com
<b>Contact Information</b>	Please direct questions to Rick Heitmeyer at e-mail rheitmeyer@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