



Kalkaska Public Schools

Posting / Employment Opportunity

March 22, 2022

EXTERNAL In- School Suspension Para-Professional 7.5/hours/daily 2021-2022 School Year

Qualification Requirements	<ul style="list-style-type: none">• 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).• Pass background check• Experience in the use of typing, computers, office machines preferred.• Ability to relate successfully with fellow workers.• Ability to assume responsibility with a minimum of supervision.• Ability to work with and supervise students. Experience working with students in a structured setting preferred. Experience with supporting positive student behavior is preferred.• Evidence of a good employment record, including attendance, if previously employed outside the home.
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.• 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.• Knowledge of proper discipline procedures for uncooperative and hard to manage students.• Knowledge of student's impairment or handicap.• Any other duties deemed necessary by supervisor.• Regular and reliable attendance.• The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district.• Supervision of students.• Reinforce what has been taught by the teacher.• Keep accurate records if required and/or necessary.• Follow schedule as outlined by Principal or designee and yet be flexible because of special programs within the school day.• Assist teachers and/or administration.• Use of computer, copier and/or other office machines as needed to fulfill the responsibility of assisting teachers and/or administration.
Salary and Benefits	Determined by the support staff contract.
Deadline	3:00 p.m. on April 4, 2022 or until filled

Method of Application	<div>Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:</div> <div> <div>Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646</div> <div>Or electronically as ONE PDF document to: jobs@kpschools.com</div> </div>
Contact Information	Please direct questions to Rick Heitmeyer at e-mail rheitmeyer@kpschools.com.
<p>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.</p> <p>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</p>	