



## EXTERNAL 1:1 Instructional, Behavior Support and Personal Care Para-Professional Birch Street Elementary

*2024-2025 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. 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>
<b>Essential Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Assist and support teachers in classroom and small group instructional, behavioral and emotional development activities; engage students as instructed by teacher.</li><li>• Support students with personal care and/or health needs.</li><li>• Follow proper discipline procedures for uncooperative and hard to manage students, as directed by the teacher.</li><li>• Knowledge of student’s impairment or handicap (training provided).</li><li>• Develop, implement and maintain other duties deemed necessary by supervisor.</li><li>• Regular and reliable attendance.</li><li>• Supervision of students.</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>• Use computer, copier and/or other office machines as needed to fulfill the responsibility of assisting teachers and/or administration.</li><li>• 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 June 12, 2024 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 <b>ONE PDF</b> 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