



Kalkaska Public Schools

Posting / Employment Opportunity

November 18, 2022

EXTERNAL Para-Professional

2022 - 2023 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 typewriter, computer, copier and/or other office machines as needed to fulfill the responsibility of assisting teachers and/or administration.
Salary and Benefits	<p>Determined by the support staff contract.</p>
Deadline	<p>3:00 p.m. on December 7, 2022 or until filled</p>

Method of Application	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 PDF document to: jobs@kpschools.com

Contact Information	Please direct questions to Rick Heitmeyer at e-mail rheitmer@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