



Kalkaska Public Schools

Posting / Employment Opportunity

May 30, 2024

EXTERNAL PreK Break Paraprofessional x 2 – Birch Street 2024-2025 School Year

Qualification Requirements	<ul style="list-style-type: none">● Minimum of a high school diploma or equivalent; some college level preparation preferred.● Child Development Associate Credential (CDA) encouraged.● CPR certification – adult, infant and child and First Aid certification (will train).● TB test, preferred (will support).		
Essential Duties and Responsibilities	<ul style="list-style-type: none">● Assist and support teachers in classroom instructional, behavioral and emotional development activities, engage students as instructed by the teacher.● Instruct and reinforce reading and comprehension strategies such as word decoding, guided reading, phonetics, letter-sound recognition, oral re-telling etc. and use motivational techniques to build confidence and self-esteem in emergent readers.● Use creative educational games, including computer software programs, to reinforce learning strategies based on individual student needs.● Plans instruction techniques and methodologies and prepares lesson materials based on assessments of individual students and their needs.● Instructs and reinforces writing practices such as letter formation.● 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.● Regular and reliable attendance.● Any other job duties assigned by the building principal.● The employee shall remain free of alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.		
Salary and Benefits	Salary determined by paraprofessional contract.		
Deadline	3:00 p.m. on June 12, 2024 or until filled.		
Method of Application	Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to: <table border="0" style="width: 100%;"><tr><td style="width: 50%; text-align: center;">Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646</td><td style="width: 50%; text-align: center;">Or electronically as ONE PDF document to: jobs@kpschools.com</td></tr></table>	Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE PDF document to: jobs@kpschools.com
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 email: rheimeyer@kpschools.com .		

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.

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.