



Kalkaska Public Schools

Posting / Employment Opportunity

July 20, 2026

GSRP Paraprofessional Preschool Aide x 2 2026-2027 SY

Qualification Requirements

- Minimum of a high school diploma or equivalent; some college level preparation preferred.
- Child Development Associate Credential (CDA) or an Associates of Arts in early childhood /preschool education or childhood development or 120 hours of documented formal child care education offered by MDE
- CPR certification – adult, infant and child and First Aid certification (will train).
- TB test, preferred.

Duties and Responsibilities

- 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.

This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Compensation

Salary is determined by the paraprofessional contract.

Deadline

3 p.m. on July 24, 2026 or until filled.

Application Process



Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in **ONE PDF** document to: jobs@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