Kalkaska Public Schools

Posting / Employment Opportunity

November 10, 2026

Paraprofessional – Responsibility Center - BSE
2026-2027 SY

Qualification Requirements

- 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.
- Evidence of a good employment record, including attendance, if previously employed outside the home.
- Preferred:
    - Non-violent crisis intervention
    - Experience in restorative practices

Duties and Responsibilities

- Supervise a safe setting for all students.
- Teach appropriate language and social skills. (Assist in carrying out disciplinary procedures for inappropriate or unkind behavior).
- Consistently remind student of task which is to be completed.
- Keep records when and where required.
- Maintain high level of ethical behavior and confidentiality.
- Regular and reliable attendance.
- Call parents to explain behavior and outcomes.
- Work / collaborate with other behavior-oriented staff to support student.
- Support students in variety of settings.
- Any other assignments assigned by building principal.
- The employee shall remain free of any 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

Determined by the support staff contract.

Deadline

3 p.m. on November 16, 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