



Kalkaska Public Schools

Posting / Employment Opportunity

October 25, 2024

Paraprofessional – Preschool Aide – Early Childhood Learning Center

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) or an Associates of Arts in early childhood /preschool education or childhood development or 120 hours of documented formal child care education offered my MDE ● CPR certification – adult, infant and child and First Aid certification (will train). ● TB test, preferred. 		
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 October 31, 2024 or until filled.		
Method of Application	<p>Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646 </td> <td style="width: 50%; vertical-align: top;"> 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
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**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