



Kalkaska Public Schools

Posting / Employment Opportunity

December 6, 2024

Para- Professional Responsibility Center- KUE

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.• 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:<ul style="list-style-type: none">• Non-violent crisis intervention• Experience in restorative practices
Essential Duties and Responsibilities	<ul style="list-style-type: none">• 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.
Salary and Benefits	Determined by the support staff contract.
Deadline	9:00 a.m. on December 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:	
	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 rheitmeyer@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