



Title I Paraprofessional at Upper Elementary

2024-2025 School Year

Qualification Requirements	<ul style="list-style-type: none"> • Completed High School diploma. • Completed at least one of the following: 48 semester hours of college coursework, obtained an associate’s degree (or higher), or will take and pass the Work-Keys test or another general education test. • Knowledge of and the ability to assist in instructing reading, writing and mathematics or willingness to attend district provided instruction in these areas. • CPR certification – adult, infant and child and First Aid certification (will train). Must be certified in crisis/physical management or will become certified. 		
Essential Duties and Responsibilities	<ul style="list-style-type: none"> • Ability to supervise and work with young children. Experience working with young children in a structured environment is preferred. • 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. • Plan and prepare lesson materials based on assessments of individual students and their needs. • Instruct and reinforce writing practices such as letter formation. • Evidence of good employment record, including attendance. • Must meet the requirements of Every Student Succeeds Act. • Any other duties assigned by Administrator. • Regular and reliable attendance. • 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	Salary determined by paraprofessional contract.		
Deadline	3:00 p.m. on July 24, 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: 60%; vertical-align: top;"> Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646 </td> <td style="width: 40%; 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
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: rheimeyer@kpschools.com or by phone: 231-258-9109		

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