



Gull Lake Community Schools  
Richland, Michigan

## JOB POSTING

# Elementary Summer School Support Personnel

March 27, 2019

### Job Summary:

Under the direction of the summer school coordinator, the support personnel is responsible for assisting the teachers in the delivery of the Reading, Writing and Math curriculum as specified by the needs of each student in their summer school profile.

### Qualifications:

#### Required:

- A. Possess an associate's (or higher) degree or completed two years of study at an institution of higher education or completed ETS Parapro Assessment. This is within the guidelines for the federal *Every Student Succeeds Act (ESSA)*
- B. Instructional aide experience and clerical skills
- C. Knowledge of and the ability to assist in instructing reading, writing, and mathematics
- D. A demonstrated ability to communicate effectively—orally and in writing

#### Desirable Characteristics:

- A. Training in instructional support systems such as DIBELS, GATE, Sound Partners, and Multi-tiered System of Support (MTSS)
- B. Demonstrated success as collaborator and proven team player
- C. Experience using technology as an instructional tool in the classroom
- D. Ability to reinforce and support educational objectives as given by the teacher

#### Duties:

- A. Work independently and cooperatively with coordinator, fellow teachers and other support personnel
- B. Available to attend a staff meeting the week prior to the start of summer school
- C. Available to work the entire three weeks
- D. Perform other duties as assigned by coordinator or teachers

### STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

### CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Application Deadline: April 19, 2019**

**Employment Dates: Meeting - July 17, 2019 and Summer School dates – July 22, 2019 – August 9, 2019**

**Salary: \$10.00 per hour**

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit an AppliTrack online application at [www.gulllakecs.org](http://www.gulllakecs.org) that includes a letter and resume.

**Questions:** Contact - Tonya Kammeraad, Human Resources at [tkammeraad@gulllakecs.org](mailto:tkammeraad@gulllakecs.org)