



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Support Staff – Special Education Student Support – Kellogg Elementary

September 5, 2019

Job Summary:

Under the direction of the administrator, the student support staff is responsible for providing support to grade pre K-2 students.

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. Must possess excellent written and verbal communication skills and proven organizational skills
- C. Demonstrated success as a collaborator and proven team player
- D. Demonstrated successful communication skills with students, staff, parent and community
- E. Ability to maintain composure, even temperament, and support during high tension situations
- F. Ability to think quickly and respond under pressure
- G. Willingness and ability to intervene calmly with students who are behaviorally escalated and/or aggressive
- H. History of positive interactions with students
- I. Ability to lift/physically redirect students

Desired Characteristics:

- A. Previous experience working with children with behavioral needs
- B. Experience working with aggressive and escalated students
- C. Experience working with behavioral teaching strategies and replacement behaviors

Duties:

- A. Prioritize and assist elementary students in school environment who need additional behavioral support
- B. Support educational/behavioral objectives as given by the teacher/staff
- C. Maintain student self-respect, information, and confidentiality
- D. Work independently and cooperatively with administrators and teachers
- E. Provides individual assistance to behaviorally escalated students
- F. Ability to plan and organize; proactive in preventing behavior issues; good work habits
- G. May need to lift and physically redirect students
- H. Willing to attend conferences and participate in professional development
- I. Perform other duties as assigned by administration

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: Until filled

Start Date & Hours: ASAP, Monday - Friday, 8:30 a.m. to 4:00 p.m.

Salary: \$15.00 per hour

Apply To: Candidates who are qualified and wish to be considered for this position must submit an online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Tonya Kammeraad, Human Resources, tkammeraad@gulllakecs.org