



Gull Lake Community Schools  
Richland, Michigan

**JOB POSTING**

**Middle School Summer School Support Personnel (Multiple Positions)**

January 27, 2020

**Internal Posting Only**

**Job Summary:**

Under the direction of the summer school coordinator, the support personnel are 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 the 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: February 27, 2020**

**Employment Dates: Meeting - July 15, 2020 and Summer School dates – July 20, 2020 – August 7, 2020**

**Salary: \$10.00 per hour**

**Apply To:** To be considered as a candidate, you must submit by the deadline a letter of interest stating rationale for applying and qualifications for the position to:

Tonya Kammeraad, Human Resources  
10100 East D Avenue, Richland, Michigan 49083  
269/548-3415, FAX 269/548-3401