



Gull Lake Community Schools  
Richland, Michigan

## JOB POSTING

# Support Staff – Special Education Parapro – Kellogg Elementary

July 31, 2019

### Job Summary:

Under the direction of the administrator, the paraprofessional is responsible for providing support to 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

### Desired Characteristics:

- A. Previous experience working with children
- B. Instructional aide experience and clerical skills
- C. Experience working with at risk students preferred

### Duties:

- A. Assist elementary students in classroom
- B. Support educational objectives as given by the teacher
- C. Maintain student information and confidentiality
- D. Work independently and cooperatively with administrators and teachers
- E. Provides individual assistance with work assignments
- F. Ability to plan and organize; 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: August 27, 2019, Monday - Friday, 8:30 a.m. to 4:00 p.m.**

**Salary: \$10.60 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, [tkammeraad@gulllakecs.org](mailto:tkammeraad@gulllakecs.org)