



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Support Staff - Title 1 Paraprofessional – Middle School

July 16, 2020

Job Summary:

Under the direction of the principal, the supplemental Title 1 Parapro would be working with targeted middle school students to raise student achievement to grade level or above. This instruction in addition to the core for targeted students, that Personnel Activity Reports (PARs) and daily activity logs are kept, and that additional duties can only be approved as per Title 1 guidance and legislation.

Qualifications:

Required:

- A. Associate's (or higher) degree or completed two years of study at an institution of higher education or completed Work Keys test. 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 students to improve math and reading skills
- B. Instructional aide experience and clerical skills
- C. Experience working with at risk students preferred
- D. Experience using technology as an instructional tool in the classroom

Duties:

- A. Assist students in small group and individually
- B. Maintain student information
- C. Work closely with reading specialist and/or classroom teacher to support instruction
- D. Reinforce and assist classroom teacher to increase the learning of target students
- E. Ability to plan and organize; good work habits
- F. Communicate effectively with students and teachers
- G. Willing to attend conferences and participate in professional development

STATEMENT OF NON-DISCRIMINATION

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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.

Application Deadline: Until filled

Start Date & Hours: ASAP, Monday – Friday, 7:15 a.m. – 2:45 p.m.

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 that includes a letter and resume.

Questions: Contact – Sherri Simmons, Human Resources at ssimmons@gulllakecs.org