



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Summer School Special Education Support Personnel

May 7, 2021

Job Summary:

Under the direction of the administrators, the paraprofessional is responsible for providing support to elementary students.

Qualifications:

Required:

- A. Posses an 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 requirements for the *Every Student Succeeds Act*.
- 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
- D. Interest /aptitude in elementary math and science
- E. Experience using technology as an instructional tool in the classroom

Duties:

- A. Assist elementary students in classroom
- B. Support educational objectives as given by the teacher
- C. Maintain student information
- 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 NONDISCRIMINATION

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: May 14, 2021

Start Date & Hours: Meeting: June 13, 2021 and Summer School dates: June 14- July 1, 2021, & August 9 - 12, 2021

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: Sherri Simmons, Human Resources ssimmons@gulllakecs.org

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