



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

**Support Staff – Health Care Parapro
Kellogg Elementary**

August 7, 2023

Job Summary:

Under the direction of the administrators, the paraprofessional is responsible for providing health care 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 ETS ParaPro Assessment. This is within the guidelines for the requirements for the *Every Student Succeeds Act*
- B. Professional in personal conduct and actions
- C. Must possess excellent written and verbal communication skills and proven organizational skills
- D. Proficient use of computers including knowledge and use of Google Suite products and student data systems
- E. Demonstrated success as a collaborator and proven team player
- F. Demonstrated successful communication skills with students, staff, parent and community

Desired Characteristics:

- A. Experience working with school aged children
- B. Instructional aide experience and clerical skills
- C. Demonstrate a strong sense of honesty, confidentiality and integrity
- D. Experience using technology

Duties:

- A. Ability to perform health care procedures as directed by the district nurse
- B. Confer with students, parents, and teachers regarding student health
- C. Coordinate with local health agencies as necessary
- D. Maintain confidential student information
- E. Work independently and cooperatively with administrators and teachers
- F. Maintain inventory of supplies and materials needed
- G. Ability to plan and organize; good work habits
- H. May need to lift and physically redirect students
- I. Stay current with COVID-19 guidance to appropriately answer questions; stay current on cases in the area
- J. 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: Open Until Filled

Start Date & Hours: ASAP, M-F 8:30 a.m. - 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 a Frontline online application at www.gulllakecs.org that includes a letter and resume.

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