



Gull Lake Community Schools  
Richland, Michigan

## JOB POSTING

# Support Staff - Temporary Title 1 Math/Reading Parapro - Full Time 1.0 FTE Kellogg Elementary

December 14, 2023

### Job Summary:

Under the direction of the principal, the supplemental Title 1 Parapro would be working with targeted K-2 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 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 students to improve math 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

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.*

### Application Deadline: Open Until Filled

**Start Date & Hours: ASAP, Monday - Friday, 8:30 a.m. – 4:00 p.m.**

**Salary: \$12.00 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](http://www.gulllakecs.org) that includes a letter and resume.

**Questions:** Contact – Sherri Simmons, Human Resources at [ssimmons@gulllakecs.org](mailto:ssimmons@gulllakecs.org)