

Columbia School District

11775 Hewitt Rd. Brooklyn, Michigan 49230
Dr. Pamela Campbell, Superintendent
(517) 592-6641



November 13, 2020

NOTICE OF OPENING 2020/2021 School Year

Part-Time Elementary Educational Aide

Qualifications

High School Diploma or equivalent
Provide proof of passing Para Pro Assessment Test or
Proof of completion of 60 credit hours
Aptitude for the work to be performed
Interest in children and education
Desire to assist students in a learning environment
Emotional maturity and stability necessary

Various Duties

- ✚ To assist, support, and work closely with teachers, administrators, and other team members in providing educational benefit for students.
- ✚ Is alert at all times to the students and their needs.
- ✚ Work with individual students or small groups of students to reinforce good behavior, learning of materials and skills initially introduced and outlined by certified staff.
- ✚ Assist the teacher with learning materials and skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
- ✚ Performs other such duties/assignments as directed by the principal or designee.

Deadline: Friday, November 27, 2020 by 12:00 p.m.

Please send letter of interest, resume,
and three letters of reference to:
Monika Cook, Administrative Assistant
Columbia School District
11775 Hewitt Rd.
Brooklyn, MI 49230
monika.cook@myeagles.org