



JOB POSTING Internal/External

Position Title: High School Paraprofessional
Classification: 5.5 hours/day (183 days)
Terms: 2023-2024 School Year
Salary: Per RCESPA Contract
Reports to: High School Principal
Closing Date: August 4, 2023, or until filled

Reed City Schools is seeking a positive and dedicated high school paraprofessional.

Required Qualifications:

- Possess a minimum of 60 college credit hours, an Associate's Degree, or have completed the ETS ParaPro Assessment with a passing score.

Responsibilities:

- Instruct students individually or in small groups with assigned learning activities.
- Monitor student progress; maintain communication with the classroom teacher and/or program administrator; maintain student records.
- Model appropriate behavior for students; demonstrate and discuss behavior; assist in classroom management.
- Assist teacher in planning and adapting materials and activities as directed.
- Willingness to work as part of a team to deliver services.
- Provide general classroom assistance; assist with testing and recording scores.
- May be assigned to work in various locations throughout the school, which may include a range of one-to-one support including personal care for students, small groups, or assistance for whole-class interventions.
- Maintain a high degree of confidentiality about all district-related matters and records.
- Provide a friendly, open, safe, and service-oriented atmosphere.
- Perform any other job responsibilities deemed appropriate by the classroom teacher, special education teacher/staff, or building administrator.
- Assist with lunch duties.
- Ability to withstand the physical and mental rigors of being a paraprofessional.
- Regular and reliable attendance and physical presence are required.
- Other duties as assigned by the administrator.

Applicants: Qualified candidates should submit a resume, letter of interest, college transcripts, ETS ParaPro Assessment scores, and three (3) professional letters of reference to:
applicant@reedcityschools.org.