



JOB POSTING Internal/External

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

Reed City Schools is seeking a positive and dedicated paraprofessional at G.T. Norman Elementary.

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 recess and 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.

The Reed City Area Public Schools is an equal opportunity employer and does not discriminate based on race, color, national origin, creed, age, religion, sex, height, weight, marital status, or disabling conditions in employment. No person shall be denied employment solely because of any disability that is unrelated to the individual's ability to do the essential functions and duties of the job without accommodations. Under state law, a person with a disabling condition may not allege a failure to accommodate a disability condition unless the employer knew or reasonably should have known that an accommodation was needed.