



JOB POSTING Internal/External

Position Title: Virtual School Paraprofessional/Student Mentor (2)
Classification: 5.5 hours/day (183 days)
Terms: 2023-2024 School Year
Salary: Per RCESPA Contract
Reports to: Virtual School Administrator
Closing Date: August 11, 2023, or until filled

Reed City Schools is seeking two positive and dedicated virtual school paraprofessional/student mentors.

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 online student progress and coursework; maintain communication with the program administrator; maintain student records.
- Utilize student attendance tracking and truancy referral system.
- Use attendance and discipline data to identify at-risk students and create intervention strategies to prevent behaviors that negatively impact school success.
- Model appropriate behavior for students; demonstrate and discuss behavior; assist in classroom management.
- Willingness to work as part of a team to deliver services.
- Provide general classroom assistance; assist with testing and recording scores.
- Maintain a high degree of confidentiality about all district-related matters and records.
- Provide a friendly, open, safe, and service-oriented atmosphere.
- Establish positive working relationships with students, staff, and families to support academic and behavioral success.
- Ability and desire to work with teenagers daily.
- Perform any other job responsibilities deemed appropriate by the program 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.