



JOB POSTING Internal/External

Position Title:	<u>Virtual School Paraprofessional/Student Mentor</u>
Classification:	5.5 hours/day (183 days)
Terms:	2023-2024 School Year
Salary:	Per RCESPA Contract
Reports to:	Virtual School Administrator
Closing Date:	September 1, 2023, or until filled

Reed City Schools is seeking a positive and dedicated virtual school paraprofessional/student mentor.

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.

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.