

Baldwin Community Schools



Phone: (231) 745-4791 · Fax: (231) 745-3240

"Preparing Students for the Promise of Tomorrow"

BALDWIN COMMUNITY SCHOOLS JOB POSTING

ELEMENTARY PARAPROFESSIONAL

JOB POSTING

JOB TITLE: Elementary Paraprofessional

REPORTS TO: Elementary Principal

JOB FUNCTION: The Paraprofessional contributes to the achievement of educational goals and a positive learning environment of the school by providing additional educational support to teachers in the classroom in the areas of reading, writing, math, and social skills.

DISTRICT DESCRIPTION: Baldwin Community Schools is a small school district in Lake County, serving approximately 500 students. The district features a diverse population and provides many supports for students, including reduced class sizes, student support specialists, and social and emotional support services. The school district offers a competitive salary schedule, several benefit plan options, and a retirement plan. The vision of Baldwin Community Schools is, "Preparing Students for the Promise of Tomorrow."

DUTIES AND EXPECTATIONS:

Duties —

1. Share a commitment to the success of the mission, goals, and objectives of Baldwin Community Schools.
2. Support and fully participate in a school culture that focuses on student achievement.
3. Set high expectations and standards for the achievement of students and own personal performance.
4. Support a school philosophy that values continuous improvement tied to student learning and related school goals.



This individual —

1. Supervise students in and out of the classroom and provide support for individual students to enable them to fully participate in activities.
2. Assist in the educational and social development of students under the direction and guidance of other professionals, such as the building principal, behavior support specialist, classroom teachers.
3. Assist in the implementation of Individual Education Plans for the students and monitor their progress.
4. Assists with classroom behavioral management to minimize disruptions, ensure a safe and orderly classroom, and ensure students are on task.
5. Support students with emotional or behavior concerns and assist them in developing appropriate social skills.
6. Engage with students to enhance learning
7. Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.
8. Ability to maintain confidentiality of information regarding students, employees and others.
9. Assists with fostering independence, socialization, and self-esteem for all students.

Qualifications —

- Must possess an Associate's degree (A.A.) or produce evidence of successful completion of the WorkKeys examination.
- Communicate through superior written and oral communications skills.
- Work on multiple projects and respond to requests and deadlines in an accurate, timely manner.
- Make sound decisions within the parameters of authority.
- Be courteous, professional and tactful at all times.
- Maintain a positive working relationship with faculty, staff, board members, parents, students, authorizer and community.
- Be respected as an adult learner and as an individual.
- Serve as a role model who acknowledges through actions and behaviors the critical value of human relationships in achieving personal and professional goals and organizational purpose.



Please send **ONE PDF** file that contains a cover letter, resumé, three references, and all appropriate credential information to jobs@bcsdmi.com. The position will remain open until it is filled. Any questions can be directed to JaNel Williams, Human Resources Specialist at 231-745-4791.