



PERRY PUBLIC SCHOOLS

Every One, Every Opportunity, Every Day

NOTICE OF VACANCY

July 18, 2018

POSITION TITLE: Elementary School Media Paraprofessional

QUALIFICATIONS:

- High school diploma required; associates degree or higher preferred
- Experience managing student behavior, both individually and in large group/classes
- Proven computer, technology, and software skills
- Clerical/record-keeping experience, preferably in an educational setting or role
- Ability to serve students, staff and the community pleasantly and efficiently, yet professionally
- Recorded ability of working as a team member
- Criminal background check including fingerprinting required

RESPONSIBILITIES:

- Supervise students working independently (on classwork, online classes, teacher-assigned tasks, technology students, detention/in school suspension, etc.)
- Participate in technology training, and participate as member of district technology team
- Utilize library management system, word processing software, and web-based suites proficiently
- Process and catalog technology and library materials
- Organize and catalog equipment
- Maintain media center, including locating, retrieving, and shelving books, making sure media center is attractive, etc.
- Provide students with a friendly, safe, and orderly environment
- Follow district confidentiality policy
- Communicate effectively on phone and via email
- Respect students' and staff's needs
- Show enthusiasm and positive attitude with students and staff
- Maintain a clean, orderly, and welcoming environment
- Work well without close supervision
- Maintain flexibility
- Perform other tasks as assigned by principal
- 2.0 Hours daily

SALARY: Per AFSCME Agreement

APPLY TO: Send letter of interest and resume to:
Jackie Staib, Elementary School Principal
Perry Public Schools
401 N. Watkins
Perry, MI 48872
staibj@perry.k12.mi.us

DEADLINE: August 1, 2018

Statement of Compliance with Federal Law

The Perry Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Perry Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subject to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.