



ALMA PUBLIC SCHOOLS
Job Posting

POSITION: Paraprofessional – Instructional

LOCATION: Donald L. Pavlik Middle School

REPORTS TO: Jennifer Huntoon, Principal

REQUIRED QUALIFICATIONS:

Degree/Certification:

High School Diploma and meets Highly Qualified guidelines for Title I buildings – at least one of the following: Associates Degree **or** Certificate of Competency for ETS assessment test. Meet requirements for background check and fingerprinting.

Job Requirements, Knowledge, and Skills:

A successful candidate will be able to:

- Adapt curriculum to meet specific learning needs
- Respond to direction of a classroom teacher
- Relate to and instruct students in small groups
- Organize materials, resources, equipment, and space to support learning
- Complete other tasks as described by administrator
- Supervise students as needed

WORK SCHEDULE:

Monday-Friday – 7:40a.m. – 3:40p.m. (1/2 hr. unpaid lunch)

COMPENSATION: - \$12.27/hr.

BEGINNING DATE: 8/23/2022

APPLICATION: Interested persons should send materials to Yvonne Neyer, Human Resources Manager, at yneyer@almaschools.net. Please call (989) 466-7526 with any questions.

DATE OF POSTING: 8/10/2022

DEADLINE DATE: 8/18/2022


Stacey Criner, Superintendent

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