



**ALMA PUBLIC SCHOOLS**  
**Gratiot-Isabella Career Technical Education Consortium**  
**Job Posting**

**POSITION:** CTE Auto Paraprofessional  
**LOCATION:** Alma High School CTE Classrooms  
**REPORTS TO:** Dan Falor, Building Principal

**REQUIRED QUALIFICATIONS:**

**Degree/Certification:**

High School Diploma and meets Highly Qualified guidelines. Highly Qualified applicants will have one of the following: Associates Degree **or** Certificate of Competency for Work Keys test. Meet requirements for background check and fingerprinting.

**Job Requirements, Knowledge, and Skills:**

A successful candidate will be able to:

- Support CTE students of all abilities in both the classroom and lab settings.
- Assist students with organizing tasks, completing assignments, meeting deadlines, note taking, Test preparation and test taking.
- Maintain professional relationships with students, their families and co-workers.
- Maintain confidentiality rights of both students and their families.
- Experience in Auto required.

**WORK SCHEDULE:**

Monday through Friday (7 hours a day, 35 hours a week)  
7:45 AM - 3:15 PM (approximate) .5 hour unpaid lunch break

**COMPENSATION:**

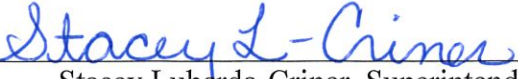
Starting Parapro wage - \$15/hr.

**BEGINNING DATE:** 04/17/2023

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

**DATE OF POSTING:** 04/04/2023

**DEADLINE DATE:** 04/12/2023

  
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Stacey Lubenda-Criner, Superintendent

**ALMA PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER**