



ALMA PUBLIC SCHOOLS

Job Posting

POSITION: Paraprofessionals – Elementary
Special Education Paraprofessionals (3)
Title I Paraprofessional (1)
GSRP Assistant Teacher Paraprofessional (1)

LOCATION: Elementary Building

REPORTS TO: Elementary 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 Work Keys test. Meet requirements for background check and fingerprinting.

Job Requirements, Knowledge, and Skills:

A successful candidate will be able to:

- Interact positively with students, staff and stakeholders
- Basic First Aid Skills
- Supervise students inside and outside
- Assist with morning drop-offs
- Answer phones cordially, take messages and deliver information to necessary people
- Competency on computers (Microsoft Suite)
- Ability to learn computer systems
- Manage speed of busy office and able to multi-task
- Flexibility to complete other tasks as described by administrator

WORK SCHEDULE:

Monday through Friday 7:45 a.m. – 3:15 p.m. (1/2 hour unpaid lunch)

COMPENSATION: \$13/hour

BEGINNING DATE: 2023-2024 School year

APPLICATION TO: 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: 08-18-23

DEADLINE DATE: 08-31-23

Stacey Luberd-Criner, Superintendent

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