

# Columbia School District

11775 Hewitt Rd. Brooklyn, Michigan 49230  
Dr. Pamela Campbell, Superintendent  
(517) 592-6641



January 15, 2019

## NOTICE OF OPENING Remainder of the 2019 School Year

### High School Special Education Aide

#### Qualifications

High School Diploma or equivalent  
Provide proof of passing Paraprofessional Assessment Test or  
Proof of completion of 60 credit hours  
Aptitude for the work to be performed  
Interest in children and education  
Desire to assist students in a learning environment  
Emotional maturity and stability necessary

#### Various Duties

- ✚ To assist, support, and work closely with teachers, administrators, and other team members in providing educational benefit for students.
- ✚ Is alert at all times to the students and their needs.
- ✚ Work with individual students or small groups of students to reinforce good behavior, learning of materials and skills initially introduced and outlined by certified staff.
- ✚ Assist the teacher with learning materials and skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
- ✚ Performs other such duties/assignments as directed by the principal or designee.

Deadline: Tuesday, January 22, 2019 by 12:00 p.m.

Please send letter of interest, resume,  
and any letters of reference to:  
Monika Cook, Administrative Assistant  
Columbia School District  
11775 Hewitt Rd.  
Brooklyn, MI 49230  
[monika.cook@myeagles.org](mailto:monika.cook@myeagles.org)