

JOB POSTING
MANTON CONSOLIDATED SCHOOLS
January 11, 2023

CLASSIFICATION

Paraprofessional

POSITION

Paraprofessional

PAY

Subject to contract

HOURS

8:00 a.m. to 3:30 p.m. (7 hours with ½ hour unpaid lunch)

STARTING DATE

January 2023, or until filled

QUALIFICATIONS AND RESPONSIBILITIES

- Associates Degree required or ETS Parapro Assessment; Ensure all confidentiality is respected
- Excellent communication and interpersonal skills with students, staff, parents and community members; people oriented
- Able to multi-task
- Knowledge of PowerSchool, Microsoft Excel and Word, RedRover, Google preferred
- Proper telephone etiquette
- Ability to answer and relay messages to proper individuals
- Accurate typing and keyboarding skills, filing
- Ability to assist with parental concerns and deescalate stressful situations
- Direct student problems to the proper personnel
- Enjoy being around students, have a positive attitude
- Ability to supervise students in classroom, cafeteria and playground
- Experience in working with children individually and in small groups in a public school setting
- Knowledge and experience with literature based approach to reading programs and manipulative math programs preferred
- Prepared to perform supervisory duties in an outdoor environment, which may include adverse weather conditions
- Ability to supervise students in classroom, cafeteria and playground
- Perform other duties as assigned by the administrator

Hiring would be subject to criminal records check as required by law.

Not have prior conviction of immoral act contributing to the delinquency of a child or felony involving moral turpitude

Drug screening required

If interested in the position, apply by 4:00 P.M. on January 25, 2023, to (email preferred):

MANTON CONSOLIDATED SCHOOLS
MR. JP KATONA, ELEMENTARY SCHOOL PRINCIPAL
105 FIFTH STREET
MANTON, MI 49663
[**jpkatona@mantonschools.org**](mailto:jpkatona@mantonschools.org)