

JOB POSTING
MANTON CONSOLIDATED SCHOOLS
July 25, 2023

CLASSIFICATION

Paraprofessional

POSITION

Paraprofessional (At-Risk)

PAY

Subject to contract

HOURS

6 hours, time to be determined

STARTING DATE

August 22, 2023, or until filled

QUALIFICATIONS AND RESPONSIBILITIES

- Bachelor's Degree preferred
- 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, Google
- 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
- 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 August 7, 2021, to (email preferred):

MANTON CONSOLIDATED SCHOOLS
MR. JP KATONA, ELEMENTARY SCHOOL PRINCIPAL
105 FIFTH STREET
MANTON, MI 49663
jpkatona@mantonschools.org