



# REED CITY AREA PUBLIC SCHOOLS

*Every Student, Every Day... Commit, Succeed, and Lead*

## Administrative Office

225 W. Church Avenue, Suite A • Reed City, MI 49677  
Phone 231.832.2201 Fax 231.832.2202 www.reedcityschools.org

## EXTERNAL POSTING

### SPECIAL EDUCATION PARA-EDUCATOR

The following position is hereby posted as being available to those seeking employment or a change in assignment. A job description is available upon request.

**POSITION:** Special Education Para-educator (5.5 hr./day), High School

**CURRENT ASSIGNMENT:** Primary duties include providing support for students throughout the day.

#### QUALIFICATIONS:

- Highly qualified as set forth by the Every Student Succeeds Act (ESSA), meeting college or testing requirements (*Associate's Degree, passing score on Para-educator Assessment or MTTC Basic Skills Test*)
- Some knowledge of effective methods and techniques for working with special needs students
- Excellent interpersonal skills required for working with all students of varying needs
- Organize and coordinate activities with assistance of classroom and/or special education teacher
- Exercise sound, independent judgment, including confidential matters
- Be flexible and adapt to changes in plans or activities on short notice
- Willing to further training as needed
- Reliable attendance is essential
- Consistent and reliable performance of job responsibilities

#### RESPONSIBILITIES:

- Instruct students individually or in small groups with assigned learning activity
- Monitor student progress; maintain communication with classroom teacher and/or program administrator; maintain student records
- Models appropriate behavior for students; demonstrates and discusses behavior; assists in classroom management
- Assists teacher in planning and adapting materials and activities as directed
- Participates in team meetings with special education staff, if requested, to provide student information
- Willingness to work as part of a team to deliver services
- Provide general classroom assistance; assist with testing and recording scores
- Maintains a high degree of confidentiality with regard to all district related matters and records
- Provides a friendly, open, safe and service-oriented atmosphere

**START DATE:** As Soon as Possible

**RATE OF PAY:** Per current RCESPA contract

**REPORTS TO:** Building Principal

**POSTING:** January 31, 2020 – February 7, 2020 or until filled.

**TO APPLY:** Qualified applicants should submit a letter of interest, transcripts and/or relevant test scores, and resume with references to:

Dean McGuire, Interim Superintendent  
225 W. Church Ave., Ste. A  
Reed City, MI 49677

*The Reed City Area Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, creed, age, religion, sex, height, weight, marital status or disabling conditions in employment. No person shall be denied employment solely because of any disability that is unrelated to the individual's ability to do the essential functions and duties of the job without accommodations. Under state law, a person with a disabling condition may not allege a failure to accommodate a disability condition unless the employer knew or reasonably should have known that an accommodation was needed.*