



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 PARA-EDUCATOR

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

POSITION: (2) Para-educators (5.5 hr./day), G. T. Norman Elementary

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.