

# **CLARE PUBLIC SCHOOLS**

## Staffing Notice - 2019 Internal / External Posting

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

**POSITION: Paraprofessional (4.8 hours per day) – multiple openings**

**CURRENT ASSIGNMENT: Primary School**

### **QUALIFICATIONS:**

- Education:
  - High School Diploma or equivalent required; Associate's or Bachelor's Degree preferred but not required
  - Preference will be given to individuals with teaching certificate and/or preparation in child development
- Highly Qualified as per No Child Left Behind (NCLB) standards;
  - e.g.: Associate's Degree, passing score on Parapro Assessment or MTTC Basic Skills Test
- Technical Skills:
  - Office procedures including telephone, filing, and organizational skills
  - Keyboarding, internet, and email
  - Experience with Microsoft Office including Word and Excel
  - Google applications including Calendar, Docs, and Sheets
- Public Relations Skills: Ability to relate to school age children, parents, teachers, and members of the community
- Obtain CPI certification
- Possess well-developed problem-solving skills
- Ability to provide positive guidance to students in a manner that communicates dignity and respect
- Knowledge of assigned cognitive, developmental, behavioral and physical disabilities
- Knowledge of appropriate curriculum (reading, writing, math, social studies and science)
- Ability to establish rapport and maintain appropriate relationships with students, staff, and parents
- Possess sound, independent judgment, including handling of confidential matters
- Ability to adapt to changes in plans or activities on short notice
- Pass background check

### **ESSENTIAL FUNCTIONS:**

- Successfully complete district assigned trainings, per established deadlines – job specific training will be provided as available
- Work in various assigned locations throughout the school district to carry out the responsibilities of the job; assigned locations may include, but are not limited to, classrooms, cafeterias, library/media centers, playgrounds, and buses

- Provide a range of support including monitoring and assisting student learning, personal care for students, individual, small groups, or assistance for whole class interventions, as assigned
- Model appropriate safety and behavior for students, assist in classroom management, demonstrate and discuss behavior, redirect and refocus students during instruction
- Provide a friendly, service-oriented atmosphere
- Organize and assist teaching staff in preparing for daily lessons, including preparation and organization of instructional materials
- Follow applicable Federal, State, and local laws regulations, and policies
- Complete Semi-Annual Certifications and/or Personnel Activity Reports (PARS) as required
- Predictable, reliable attendance
- Communicate effectively with students, staff, and parents, verbally and in writing
- Maintain a high degree of professionalism and confidentiality with regard to all district related matters and records
- Fine motor skills and ability to lift up to 50 pounds unassisted, to assist with student behavior management, personal care, and to ensure student safety
- Able to stand or sit for long periods of time (up to entire shift as tasks require), as well as stoop, squat, bend, crouch, reach, kneel, and climb stairs frequently during the shift
- Able to ride in a vehicle/bus, up to entire shift (e.g., field trip or training on occasion, or daily as bus monitor)
- Able to work indoors and outdoors during all seasons/weather/temperatures as permitted

**ADDITIONAL FUNCTIONS:**

- Organize and prioritize tasks to meet deadlines
- Communicate effectively via district-assigned email on a daily/weekly basis as determined by supervisor
- Accurately complete electronic time sheets and absence reporting via time keeping system, per assigned deadlines
- Meet with teacher(s), consultants, and parents to problem solve issues and present information at meetings when appropriate
- Consistent and reliable performance of job responsibilities
- Perform other job responsibilities deemed appropriate by the supervisor/building administrator and/or Superintendent

**START DATE:** As Soon As Possible

**RATE OF PAY:** According to the current CESP contract

**REPORTS TO:** Building Principal

**POSTING PERIOD:** March 11, 2019, UNTIL FILLED

Qualified applicants should submit a letter of interest, transcripts/relevant certifications, and resume w/references to:

**[apply@clare.k12.mi.us](mailto:apply@clare.k12.mi.us)**

**If you have questions about the position, please contact Garth Cornwell at 989-386-3438.**

**CLARE PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER**

**For Administration use only** - Please complete below information and return to Business Office.

Account #:	Account #:
Name of New Hire:	Date of Hire:
Recommended by:	Start Date:
Step:	District Employee or PCMI Coach (circle one)
Education Level (CEA only):	Salary/Hourly Rate:
Business Manager:	Superintendent:

**For Administration use only – HOURLY EMPLOYEES**

Number of Hours Per Day:
Number of Days Per Week/Year: (ATTACH SCHEDULE, if applicable)
Start Time:
End Time:
Unpaid Time: