

# Elk Rapids Schools Paraprofessional Job Posting



- TITLE:** Library Paraprofessional: Lakeland Elementary
- REPORTS TO:** Principal
- JOB FUNCTION:** Responsible for working closely with and supporting the academic, safety, and social/emotional needs of students, as well as supporting learning environments throughout the building.

**DISTRICT DESCRIPTION:** Elk Rapids Schools has approximately 1,000 students and is located in the northwest lower peninsula. Our families enjoy the benefits of living in an area thriving on tourism as most of our district surrounds beautiful lakes, trails, and recreational areas.

The District has preschool classrooms with additional preschools available within the community. Elk Rapids Schools has a PreK-5<sup>th</sup> grade elementary school, a 6th-8th grade middle school, one 9th-12th grade high school, and extensive alternative education opportunities. Career and technical education opportunities, as well as several Advanced Placement and Dual Enrollment college courses, are available.

## **DUTIES AND RESPONSIBILITIES:**

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- This position is for the 2024-25 school year
- Must possess excellent verbal, written, and interpersonal communication skills
- Possess strong computer skills
- Have experience working in a library setting and with elementary-aged students
- Ability to work independently and within a team environment
- This position will provide all duties involved with managing and supporting an elementary school library including but not limited to; assisting students and staff in the circulation procedures and policies of library materials, perform all circulation-related functions including check-in and check-out materials, providing group instruction related to check out systems, library organization, genre types, author and literacy
- Assists in the preparation and processing of newly acquired materials
- Maintains appropriate learning environment in the library
- Adhere to all Board and District policies
- Regular, predictable, and physical attendance
- Perform other duties as assigned

## **PROFESSIONAL QUALIFICATIONS:**

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Required:

- High School Diploma/GED
- Basic understanding and knowledge of current technology and experience working in libraries

Preferred:

- Two Years Post-Secondary Training
- Experience working within PS-5th grade educational organization

**OTHER INFORMATION:**

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**Terms of Employment:** Monday-Friday for the 2024-25 school year  
18-20 hours per week

**Deadline:** Friday, August 16, 2024

**APPLICATION PROCEDURES:**

Applicants may also submit hard copies of letter of interest and current resume by mail or email to:

Angie Nichols-Principal  
616 Buckley St  
Elk Rapids, MI 49629  
or

[anichols@erschools.com](mailto:anichols@erschools.com)

cc: Building Principals  
EREA

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