

Elk Rapids Schools Paraprofessional Job Posting



TITLE: Preschool Assistant: Lakeland Elementary School

REPORTS TO: Principal

JOB FUNCTION: Responsible for working closely with the lead preschool teacher to support the academic, emotional, and overall welfare of the preschool-aged student and the classroom.

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-5th 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:

- Responsible for working closely with the lead preschool teacher to support the academic, emotional, and overall welfare of the preschool-aged student and the classroom.
- Ability to work collaboratively with a team but also take initiative to support student needs
- Willingness to receive appropriate training to support professional growth and development
- Display the ability to communicate effectively with preschool-aged children and adults
- Maintaining a safe and supportive environment for young children
- Assisting teachers with carrying out lesson plans
- Preparing children for and supervising them during naptime
- Observing children for developmental problems and other concerns—and passing this information on to the preschool teacher
- Supporting preschool teachers with preferred classroom management and discipline strategies

PROFESSIONAL QUALIFICATIONS:

- High School Diploma/GED
- Preschool and childcare experience
- An Associate Degree in Early Childhood Education or Child Development Associate (CDA) is preferred but not required.

OTHER INFORMATION:

Terms of Employment: Monday-Friday for the 2024-25 school year
6 hours/day

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

cc: Building Principals
EREA

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