

Elk Rapids Schools Paraprofessional Job Posting



TITLE: Paraprofessional: Lakeland Elementary

REPORTS TO: Principal

JOB FUNCTION: Responsible for working closely with and supporting the academic, safety and social/emotional of students and supporting.

DISTRICT DESCRIPTION: Elk Rapids Schools has approximately 1,200 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 is surrounding beautiful lakes, trails, and recreational areas.

The District has preschool classrooms with additional preschools available within the community. There are two PreK-5th grade elementary schools, 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:

- Must have the ability to provide educational support by working directly with students to increase academic and social skills.
- Be dependable and possess strong organizational skills.
- Maintain program records, monitor student progress and reports as directed
- Assist with proactive behavioral interventions to support an individual student
- Maintain appropriate supervision
- Work with individual students and follow a support plan
- Provide students with a safe and orderly environment for learning
- Establish and maintain effective relationships with students, public and other staff members.
- Exhibit a positive attitude, creativity, independent thinking and be able to take initiative.
- Adhere to all Board and District policies
- Regular, predictable and physical attendance
- Perform other duties as assigned

OTHER RESPONSIBILITIES:

- Maintains consistent, predictable and physical attendance to meet the requirements of the position.
- Apply common sense understanding to carry out instructions.
- Solve problems in a professional manner.
- Perform basic computer skills, email, calendars, work orders and basic office programs.

PROFESSIONAL QUALIFICATIONS:

Required:

- High School Diploma/GED
- Basic understanding and knowledge of current technology

Preferred:

- Two Years Post-Secondary Training
- Experience working within PreK-12th grade education

OTHER INFORMATION:

Terms of Employment: Monday-Friday during the school year
32.5 hours per week
Single-provider health insurance
Retirement benefits

Deadline: Until Filled

APPLICATION PROCEDURES:

Elk Rapids Schools website: www.erschools.com On the main page, select "District" and then "Employment Opportunities." Applicants may submit hard copies of letter of interest and current resume by mail or email to:

Angela Nichols
616 Buckley St
Elk Rapids, MI 49629
anichols@erschools.com

Elk Rapids Schools is an equal opportunity employer that will not discriminate based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state, or local law, in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Superintendent at Elk Rapids Schools, 308 Meguzee Point Rd, Elk Rapids, Michigan 49629 or call (231) 264-8692.