

POSITION OPENING – K-8 Self Contained Classroom Paraprofessional SIGEL # 4F – ECCLES SCHOOL

Posting Date: Monday, May 2, 2022
Position: One (1) Full-time K-8 Classroom Paraprofessional
Closing Date: Friday, May 20, 2022

MINIMUM QUALIFICATIONS:

- High School Diploma, or higher
- Able to pass the ETS Parapro Assessment, OR previously achieve HQ status under old guidelines, OR hold an Associate's Degree or higher
- Valid Michigan Driver's License with reliable transportation
- Physically and mentally capable of rigorous work (capable of sitting on the floor, standing, and sitting for extended times, and lifting or pushing a minimum of 50 pounds)
- Pass and maintain School Employment background check

ESSENTIAL DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:

Assists the classroom teacher in general daily classroom activities including the planning and facilitating of a learning environment and activities appropriate for children to promote intellectual development; social skills development; emotional health and physical development.

- Assists in small group pupil instruction, tutors' pupils at teacher's request
- Reinforces objectives and concepts introduced by the teacher
- Works with "at risk" students in accomplishing academic success
- Assists teacher in the management of classrooms, learning centers and student behavior
- Assists teacher with planning and implementation of lessons
- Assists teacher with classroom preparation, i.e., copying, filing, laminating, audiovisual, classroom set-up, etc.
- Demonstrates ability to be flexible in dealing with staff, students, and parents
- Demonstrates the ability to work without direct supervision
- Assists students with district technology software
- Assists teacher in keeping students focused and "on task"
- Maintains a calm demeanor when dealing with a crisis/violent situation
- Demonstrates initiative creativity with students and their program
- Understands and is aware of medical needs of students and their problems
- Assists and follows through with behavior management programs and techniques
- Sanitation of room and equipment
- Prepare for a substitute
- Maintains full compliance with legal requirements, documentation, and confidentiality
- Participates in professional development opportunities and demonstrate a commitment to continuous learning
- Maintains a positive classroom environment that promotes learning

- Valid driver's license with reliable transportation, with the ability and willingness to transport student to various school events
- Any other duties assigned by the rural-school teacher, Board of Education and/or Superintendent

TERMS:

- Competitive salary, based on experience
- 8-hour/day, school calendar w/ability to work June 28-30, July 19-21, and August 8-10, 2022 for summer school
- Non-union, FLSA: Non-Exempt
- Retirement through the Office of Retirement Services (ORS)
- Occasional off-site travel and activities, via personal vehicle

Please send cover letter, resume, and references to:

Julie Talaski, Treasurer
eccles@hcrschools.com

or

Julie Talaski, Treasurer
Eccles School
5754 Section Line Road
Harbor Beach, MI 48441

STATEMENT OF ASSURANCE

It is the policy of the Sigel #4F - Eccles not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or any other legally-protected characteristic, in its programs, activities, or employment. Inquiries regarding this nondiscrimination policy should be directed to the Superintendent, Huron Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan 48413; (989) 269-6406.