



## JONESVILLE COMMUNITY SCHOOLS

Erik Weatherwax, Superintendent

115 East Street

Jonesville, MI 49250

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**JOB POSTING**

**DATE:** December 20, 2023

**POSITION:** Para Professional

**LOCATION:** Jonesville High School

### PRIMARY PURPOSE:

The Paraprofessional is directly responsible to the Building Principal and relieves certificated staff members of various non-professional tasks and assists with other activities that are primarily non-instructional in nature under the direction of qualified personnel.

### QUALIFICATIONS:

- Minimum of a high school diploma required
- Knowledge of: child development, behavior, motivation, and general purposes of public education goals
- Ability to communicate and work effectively with students and parents
- Knowledge and implementation of relevant technology
- Ability to work as a team member with any combination of staff

### RESPONSIBILITIES (other duties may be assigned):

- Assume responsibility for supervising students
- Learn and utilize basic methods and procedures to be followed in instructional settings
- Perform routine clerical work
- Demonstrate a patient, warm, and receptive attitude toward children
- Understand and carry out written and oral instructions
- Maintain relationships with students, staff, and parents
- Assist instructional personnel with the development and presentation of learning materials and exercises
- Tutor students individually or in small groups to reinforce lessons
- Monitor student behavior in all areas of the building or playground

### REPORTS TO:

Building Principal

### ABOUT JCS:

Jonesville Community Schools is a rural school district offering a wide selection of programming and extra-curricular opportunities for students. JCS provides employees competitive wages, excellent insurance, and a great culture to be a part of.

**START DATE:** As soon as hired

**APPLICATION DEADLINE:** Until filled

**APPLICATION TO:** (letter of interest, resume, and/or credentials)  
Jonesville High School  
Katie Griffiths, Principal  
460 Adrian Street  
Jonesville, MI 49250  
517-849-9934 [kgriffiths@jonesvilleschools.org](mailto:kgriffiths@jonesvilleschools.org)

For additional district info visit the district website at [jonesvilleschools.org](http://jonesvilleschools.org)

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