

**COLEMAN COMMUNITY SCHOOLS**  
4823 N. Coleman Schools Drive, Coleman, MI 48618  
**INTERNAL/EXTERNAL JOB POSTING**



**TITLE:** K-12 1:1 Paraprofessional Position  
**REPORTS TO:** Building Principal  
**LOCATION:** TBD- Elementary and/or Jr./Sr. High  
**DATE:** April 19, 2024  
**CLOSING DATE:** Until Filled

**QUALIFICATION REQUIREMENTS:** to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned

- **Please note that the main responsibility will be working with students.**
- Works with small groups of students or individual students under the direct supervision of the teacher
- Performs other miscellaneous tasks that support student achievement
- Assist with bus arrivals and departures and lunch supervision
- Manages and instructs students on appropriate behavior using positive behavior support strategies consistent with Board policy and procedures
- Helps maintain instructional area, supplies, equipment and facilities in a clean/safe condition
- Assists teachers and support staff in preparing materials, housekeeping, record keeping and data collection relative to student progress
- Able to instruct, reteach, drill, practice and/or supervise individual or small groups of students
- Maintain confidentiality
- Maintain timely and regular attendance

**EDUCATION AND/OR EXPERIENCE:**

- Must meet the definition of Highly Qualified as defined by the No Child Left Behind Act
  - High School Graduate Diploma or Equivalent
  - An Associate's Degree (or higher) OR completed at least two years of study at an institution of higher education
  - Verification of the passage of the ETS
- Experience working with K-12 age students preferred
- Current Red Cross First-Aid Certification preferred

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be eligible to work in the United States
- Ability to work with all levels of academic abilities
- Willing to acquire additional training and learn new skills
- Understanding of developmental differences in all children
- Organized, responsible and professional
- Ability to read, comprehend and communicate effectively as well as carry out instructions with parents and teachers (spoken and written)
- Trained, or able to be trained, in Barton tutoring techniques
- Able to identify and deliver reinforces and/or discipline
- Ability to maintain composure under stressful conditions
- Ability to develop effective working relationships with students, staff and the school community
- Must have essential technology skills, i.e. skilled at using PC computer, laptop, assistive communication devices/technology and other educational technology and software

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to remain in a stationary position and is frequently required to move about the inside of the building. This employee will be required to open and close books, and operate office equipment and computers. The person in this position frequently communicates with teachers, parents and students, and must be able to exchange accurate information in these situations. The employee must be able to engage in the physical management of students in order to maintain a safe environment for students and others. The employee will be required to lift or push items up to 30 pounds and assist with the distribution of snacks to students.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with students, staff and occasionally with the public. The employee may be required to work outside and/or oversee student arrival and dismissal. At times, the employee may be directly responsible for the safety and well-being of students.

**TERMS OF EMPLOYMENT:**

Compensation will be per the CESA master agreement at 5.75 hrs. as determined by administration. Position location to be determined.

**EVALUATION:** Performance of this job will be evaluated by the building principal.

**APPLICATION PROCEDURE:** In compliance with Article 13, Paragraph B, of the agreement between Coleman Community Schools and the Coleman Educational Support Personnel Association, notice is hereby given. External candidates will apply in person or my mailing your resume, references, ETS qualifications and any additional information to: Coleman Community Schools, Administration Office, Attn: Kerry Berthume, 4823 N. Coleman Schools Drive, Coleman, MI 48618 or [kberthume@colemanschools.net](mailto:kberthume@colemanschools.net).

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The Coleman Community Schools is an Equal Opportunity Employer.

This position is hereby posted internally beginning:  
Updated April 19, 2024, for 5 days through April 25, 2024

*Jennifer M. McCormack*

Jennifer McCormack, Superintendent  
Coleman Community Schools

Paraprofessional updated 4.19.2024

**COLEMAN COMMUNITY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER**

**For Administration use only** - Please complete below information and return to Business Office.

Account #:	Account #:
Name of New Hire:	Date of Hire:
Recommended by:	Start Date:
Step:	District Employee or PCMI Coach (circle one)
Education Level (CEA only):	Salary/Hourly Rate:
Business Manager:	Superintendent:
Payroll/Benefits Specialist:	Board Office Secretary: