



ALMA PUBLIC SCHOOLS
Job Posting

POSITION: Paraprofessional

LOCATION: Hillcrest Elementary

REPORTS TO: John Helinski, Principal

REQUIRED QUALIFICATIONS:

Degree/Certification:

High School Diploma and meets Highly Qualified guidelines for Title I buildings – at least one of the following: Associates Degree **or** Certificate of Competency for Work Keys test. Meal Magic experience preferred. Safe Serve training required.

Job Requirements, Knowledge, and Skills:

A successful candidate will be able to:

- Respond to the direction of building principal
- Supervise students
- Run cafeteria (serve, clean up, and supervise)
- Handle cash on a small scale
- Assist in applicable record keeping
- Prepare for breakfast and lunch for 1st grade – 3rd grade

WORK SCHEDULE:

Monday through Friday 7:00a.m. – 2:30p.m. (1/2 hr. unpaid lunch included)

COMPENSATION: \$13.00/hr.

BEGINNING DATE: ASAP

APPLICATION: Interested persons should send materials to Yvonne Neyer, Human Resources Manager, at yneyer@almaschools.net. Please call (989) 466-7526 with any questions.

DATE OF POSTING: 10-05-23

DEADLINE DATE: 10-11-23 or until filled

Stacey Luberda-Criner, Superintendent

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