



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. Meet requirements for background check and fingerprinting.

Job Requirements, Knowledge, and Skills:

A successful candidate will be able to:

- Interact Positively with Students, Staff and Stakeholders
- Basic First Aid Skills
- Ability to manage time, file paperwork, and multitask effectively
- Answer phones cordially, take messages and deliver information to necessary people
- Competency on computers (Microsoft Suite) and Google Drive
- Ability to learn computer and phone systems
- Manage speed of busy office during times in that position
- Flexibility to complete other tasks as described by administrator

WORK SCHEDULE:

Monday through Friday 7:30-3:30 p.m.

COMPENSATION: Starting Paraprofessional wage - \$13.00/hr.

BEGINNING DATE: ASAP

APPLICATION TO: 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: 10-12-23

DEADLINE DATE: 10-18-23 or until filled

Stacey Luberd-Criner, Superintendent

ALMA PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER