



**ALMA PUBLIC SCHOOLS**  
**Job Posting**

**POSITION:** (3) Paraprofessionals – (2) Special Education, (1) Title I  
**LOCATION:** Pine Avenue Elementary  
**REPORTS TO:** Kathy Konowalow, Principal

**REQUIRED QUALIFICATIONS:**

**Degree/Certification:**

- High School Diploma and meets Highly Qualified guidelines for Title I buildings – at least one of the following: Associate's Degree **or** Certificate of Competency for ETS test.

**Job Requirements, Knowledge, and Skills:**

A successful candidate will be able to:

- Respond to the direction of the classroom and support teachers as well as the principal
- Assist teacher in the classroom with daily instructional and non-instructional activities.
- Ability to work with emotionally, physically and/or mentally impaired students.
- Ability to maintain composure under stressful conditions.
- Ability to develop effective working relationships with students, staff and the community.
- Ability to communicate clearly and concisely
- Ability to maintain confidentiality
- Supervision of students indoors and outdoors
- Demonstrate good attendance.
- Demonstrate patience if situations escalate.

**WORK SCHEDULE:**

7:30 a.m. - 3:10 p.m.

Monday through Friday - school year position

**COMPENSATION:**

\$13.00/hr.

**BEGINNING DATE:** As soon as possible

**APPLICATION:** Interested persons should call Yvonne Neyer at (989) 466-7526

**DATE OF POSTING:** 11-08-2023

**DEADLINE DATE:** 11-14-2023 or Until Filled

Stacey Luberd-Criner, Superintendent

**ALMA PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER**