



## ALMA PUBLIC SCHOOLS

### Job Posting

**POSITION:** Instructional Paraprofessional (3 positions)  
**LOCATION:** Pine Avenue Elementary, Hillcrest Elementary, & Luce Road  
**REPORTS TO:** Building 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:**

Monday through Friday 7:30 a.m. – 3:10 p.m. (1/2-hour unpaid lunch)  
(Time may vary slightly per building)

#### **COMPENSATION:**

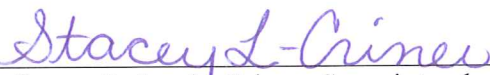
Starting Paraprofessional wage - \$13.00/hr.

#### **BEGINNING DATE:** ASAP

**APPLICATION:** Interested persons should send materials to Yvonne Neyer, Human Resources Manager, at [yneyer@almaschools.net](mailto:yneyer@almaschools.net). Please call (989) 466-7526 with any questions. **Please note which Elementary Building that you prefer.**

**DATE OF POSTING:** 01/05/2024

**DEADLINE DATE:** 01/12/2024

  
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Stacey Luberta-Criner, Superintendent

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