

ESSEXVILLE-HAMPTON PUBLIC SCHOOLS
303 Pine Street, Essexville, MI (989) 894-9700
TEMPORARY JOB POSTING



POSTING DATE: September 29, 2023

POSTING TITLE: Temporary Paraprofessional/Aide

LOCATION: Verellen Elementary School

SUMMARY:

This position is primarily for working with a student on a one-on-one basis. Will assist the classroom teacher(s) in general daily classroom activities including the planning and facilitating of a learning environment and activities appropriate for children to promote intellectual development; social skills development; emotional health and physical development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with a student on a one-on-one basis
- Support the student's behavior plan
- Work in small groups for homework support
- Provide support for students, and run interventions
- Help with supervision during school hours
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- Associates degree or equivalent as required by law. (Evidence is an official transcript.) OR
- Completed at least 2 years of academic study at a post-secondary institution. (Evidence is an official transcript.) OR
- Demonstrated through a formal state assessment the knowledge of and ability to assist staff in reading, writing and mathematics.
- Experience effectively working with children especially physically and /or mentally challenged/ handicapped.

**PREFERRED QUALIFICATIONS:**

- Certificate in Early Childhood Development/Education or equivalent
- CPR/First Aid training
- General knowledge and understanding of computers

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic math computations including rates, ratio, and percents using whole numbers, common fractions, and decimals. Ability to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations. Demonstrated ability to use good judgment in making decisions.

OTHER SKILLS AND ABILITIES:

Ability to work with students. Previous work in child care. The ability to meet multiple demands from several people. Ability to maintain composure under stressful conditions. Must meet the education regulations of the State of Michigan and Federal government. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to tell where sound is coming from is essential. Demonstrated ability to deal with confidential information with a high degree of discretion and loyalty. May be required to deal with stressful situations such as physically fragile students, violent seizures, highly emotional behavior such as biting, hitting, kicking, sickness, spitting, object throwing, etc.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is regularly required to sit, stand for long periods of time, and talk or hear. The employee is frequently required to use hands to finger, handle or feel objects, tools, or controls; stand; walk; climb or balance; and stoop, bend, kneel, crouch, or crawl.; and experience repetitive movements.

Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The position is exposed to infection and injury to a greater risk than the average person. Attendance and punctuality are expectations of the position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

DEADLINE:

October 13, 2023 or until filled.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

Please send copy of resume and letter of interest via mail or email to:

Miranda Antcliff
Director of Employee Services
303 Pine Street, Essexville, MI 48732
antcliffm@e-hps.net