

GLADWIN COMMUNITY SCHOOLS

VACANCY POSTINGS

TITLE: Library Paraprofessional

LOCATION: Gladwin High School

RATE OF PAY: \$13.50 to \$18.79 (current union contract)

HOURS TO BE WORKED: 7.5 hours per day (School days only)

CLASSIFICATION: Paraprofessional

JOB DESCRIPTION: Highly qualified paraprofessional to work with students and staff in a library setting. Assist Classroom Teachers, Teach Library Skills, Organize and schedule use of library. Use a computerized book check out system, order and process new books, weed-out and repair books. Maintain special education files, schedule IEP and other special education meetings. The paraprofessional may be assigned to other student support duties by the district librarian or building principal. Position will start in the 24-25 School year.

QUALIFICATIONS: High School diploma or equivalent. Highly qualified paraprofessional required. Must show proof of Work Keys test scores, two years of college education, associate's degree, passing MMTC score, or passing ETS score. **Must pass library skills aptitude test. Next testing date Wednesday March 20, 2024 at 4:00 in the Junior High Library.**

1. Ability and willingness to work with small group instruction
2. Must demonstrate appropriate qualifications before assuming position
3. Willingness to assist all students in learning
4. Willingness to assist students during recess

Interested persons must submit an application or letter of application in person, by mail, or by email by 4:00 p.m to:

Mandi Zaborowski, Director of Business
Gladwin Community Schools
mszaborowski@gladwinschools.net
401 N. Bowery Avenue, 2nd Floor
Gladwin Michigan 48624

Posted March 12, 2024

It is the policy of the Gladwin Community School District that no person shall on the basis of sex, race, color, national origin, or handicap be excluded from participating in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.