

PLEASE POST

RIVER VALLEY SCHOOL DISTRICT INTERNAL/EXTERNAL POSTING

Position: **Special Education Paraprofessional**
180 Work Days – Non-Union
5 ½ Hours Per Day (Approximately)

Starting Wage: **\$12.02 per hour**
Location: Chikaming Elementary

Qualifications:

Required

- A.** Completed two (2) years study at an institution of higher education; **OR**
 - B.** Obtained at least an associate degree; **OR**
 - C.** Met a rigorous standard of quality and demonstrate through formal State or local academic assessment of knowledge and the ability to assist in instructing, reading, writing, and mathematics; or b) reading readiness, writing readiness, and mathematics readiness as appropriate.
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- ✓ Has a basic understanding of the educational process and the application of knowledge to assist students.
- ✓ Has the ability to relate to students, parents, teachers, and members of the community.
- ✓ Has the ability to follow directions, implement plans, and complete tasks in a timely manner.
- ✓ Has the ability to work as a team member.
- ✓ Demonstrates a good work ethic and has high standards for work performance.
- ✓ Is dependable and maintains a good attendance record.
- ✓ Has a flexible schedule to accommodate the hours needed within the day.

Preferred

- ✓ Has experience working in a school setting.
- ✓ Has the experience of supervising students and being responsible for their safety.
- ✓ Has experience working with school-age children.

Responsibilities

- ✓ Effectively participate in meetings, committees, staffing and other required district and building activities.
- ✓ Carry out instructional support and training activities with students under the direction of the teacher in the school setting.
- ✓ Assist in planning and implementation of educational activities. The paraprofessional, as directed by the teacher, will be responsible for the supervision of the student(s) and will direct, assist, and instruct the student(s) as appropriate.
- ✓ Manages and instructs students on appropriate behavior using positive behavior support strategies consistent with Board Policy and procedures.
- ✓ Assist students in meeting self-help, health and behavior needs including toileting and personal care needs.
- ✓ Assist teachers in preparing materials, housekeeping, record keeping and data collection relative to student progress.
- ✓ Provides instruction and training on an individual student basis and in small or large groups.
- ✓ Participates in special instructional activities to meet program and student goals (e.g. loading/unloading buses, physical education, playground supervision, and lunch).
- ✓ Understand and be aware of medical needs of students and following medical protocol under the supervision of a building administrator as appropriate.
- ✓ Maintains confidentiality.
- ✓ Follows established policies/procedures re: students medical concerns, safety, student rights, emergency/disaster plans and so forth.
- ✓ Assist the student(s) in transitioning between programs and classrooms.

Application:

For Internal Candidates: Mail a letter of application with qualifications for position to the Office of the Superintendent

For External Candidates: MAIL a letter of application/resume, a complete a district application, AND provide at least three (3) names of professional references with telephone numbers to:

Human Resources
River Valley School District
15480 Three Oaks Road
Three Oaks, Michigan 49128

For additional

District info, contact: Michelle Sykora, Special Education Coordinator at (269) 756-9541, Ext. 1101; or visit our website at: www.rivervalleyschools.org

Date of Posting: October 31, 2017

Deadline Date: Until Filled

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Internal, RVEA, Newspapers, Web, Applitrack