

Richmond Community Schools

35276 Division * Richmond, Michigan 48062 * (586) 727-3565

OPEN POSITION: TITLE 1 PARAPROFESSIONAL

(MONDAY-FRIDAY 7:30 A.M. – 3:00 P.M)

POSTED: 01-04-2019 DEADLINE: 01-11-2019 OR UNTIL FILLED

Reports To: Superintendent or Designee

SUMMARY: The Title I Para Professional will work with students in Kindergarten through 4th grade to assist them in mathematics and language arts. The position is Monday through Friday seven (7) hours per day paid and a half hour unpaid lunch.

QUALIFICATIONS:

Must meet highly qualified standards under NCLB: Associate's Degree preferred **or** Pass Work Keys test or other qualifying paraprofessional test

Experience working with children

Ability to learn instructional methods and techniques

Ability to follow directions and implement instructional plan per teacher or administrator direction

Ability to respond to children, parents, and staff positively

Ability to write reports using proper English and spelling

Ability to work as a team member

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

Follow individual student's instructional plans of the teacher

Provide learning activities support for children as directed

Provide hands-on experiences and ask questions to help children understand

Provide activities and reading as directed to support individual student growth

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Work with the teacher to share assessment data including DIBELS

Ability to communicate clearly through written communication

Communicate regularly with teachers about the students' needs and growth

SUPERVISORY RESPONSIBILITIES:

NONE

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, staff and parents.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to computer rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to operate personal computer. Ability to work with children. 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 perform duties with awareness of all district requirements and Board of Education policies.

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

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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; use hands to touch or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand or walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision such as to read typewritten material.

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.

Wage is per negotiated contract between the Educational Paraprofessionals and the Richmond Board of Education.

Anyone interested in applying for this position should submit a letter of interest, resume and transcripts to:

Brian Walmsley, Ed.S.
Superintendent of Richmond Schools
35276 Division Road
Richmond, MI 48062

Or e-mail to: Jthiel@richmond.k12.mi.us

NON-DISCRIMINATION STATEMENT

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law,) height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. Should you need to contact someone about discrimination of any kind in the school district, contact the Superintendent at 35276 Division, Richmond, MI 48062.