

**Delton Kellogg Schools
Delton, Michigan**

Internal/External Posting

POSITION TITLE:	Substitute Paraprofessionals
DEPARTMENT:	Support Staff
REPORTS TO:	Building Principal
PREPARED BY:	Superintendent
APPROVED BY:	School Board

DATE OF POSTING: 2/13/2018

SUMMARY:

Assists Teacher in the classroom with daily instructional activities, non-instructional activities and student management of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Duties may include working one-on-one or with small groups of students (academic and non-academic).
- Monitors lunchroom activities and assists as needed.
- Assists during physical education classes.
- Covers PSR during employee lunch period.
- Other duties as assigned by the Superintendent or his/her designee.

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.

EDUCATION and/or EXPERIENCE:

Must hold a high school diploma (or equivalent), have an associate's degree or 60 semester credits at a four-year accredited college or university, or successfully passed a state approved skills test required; previous experience with remedial reading students or a combination of experience and post high school training is preferred.

LANGUAGE SKILLS:

Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to staff, parents, students and administrators.

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 maintain composure under stressful conditions. 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 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 frequently required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is frequently required to bend at the trunk more than the average person. Occasionally the employee is required to lift/or move up to 90 pounds such as to move students and equipment on wheels. Specific vision abilities required by this job include close vision, and peripheral vision.

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.

This person will wear clothing in accordance with building policy.

Reports To: Building Principal
Contract Terms: As needed
Probationary Rate of Pay: According to Bargaining Contract for
Rate of Pay (after probation): Support Staff Bargaining Agreement
Deadline: Until filled

The final candidate for this position will be required to furnish Delton Kellogg Schools (at your cost) with a current Michigan State Police and FBI criminal records check prior to our recommendation to hire.

Interested applicants should send a letter of interest and resume to:
Delton Kellogg Central Administrative Office
Carol Hersha, Central Office
327 N. Grove Street
Delton, MI 49046
or email: carol.hersha@dkschools.org

Delton Kellogg School District is an Equal Opportunity Employer and does not discriminate in its educational policies on the basis of religion, race, color, sex, national origin or handicap of any individual.

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.