



550 Maple St., Manistee, MI 49660  
(231) 723-3521 ▪ Fax (231) 723-1507  
Ronald J. Stoneman, Superintendent  
Howard Vaas, Business Manager  
[chipslead.org](http://chipslead.org)

## POSTING

(Internal & External; concurrent, 5-day per union agreement)

Posting: February 11, 2020

Posting Expiration: Monday, February 17, 2020 by 3 pm

**POSITION:** [One \(1\) Full Time, Para-Professional Aide](#)  
[\(Title One instruction/small group\)](#)  
[Kennedy Elementary](#)

**HOURS:** 37.5 hours weekly (Monday-Friday 7:30 am - 3:30 pm)

### **QUALIFICATIONS:**

**Preferred Credentials:** Highly Qualified as defined by ESSA, or ability to pass  
[ETS Highly Qualified Assessment](#)

**Recommended Skills:** Ability to assist students with basic math and reading, organization and maintenance of records, use of communication via email and communication apps, and general supervision of students.

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**PAY/BENEFITS:** Per salary schedule

**POSTING EXPIRATION:** Monday, February 17, 2020 by 3 pm (5-day posting)

**APPLY:** **Internal:** Letter or Email of Interest  
**External:** Letter of Interest, Resume', Copies of HQ Credentials/Transcripts,  
Three (3) Letters of Professional Reference

**Submit via email to:** **Sara Schubert at the Board of Education Central Office**  
**[sschubert@manistee.org](mailto:sschubert@manistee.org)**

**District Policy:** Non-discrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in all activities and employment.