



550 Maple St, Manistee, MI 49660  
(231) 723-3521 ▪ Fax (231) 398-2021  
Ron Stoneman, Superintendent  
Howard Vaas, Business Manager  
[maps.manistee.org](https://maps.manistee.org)

## **POSTING**

(INTERNAL & EXTERNAL; 10-day per union agreement)

**POSTING: NOVEMBER 23, 2022**

**POSITION:** **ONE (1) FULL-TIME, PARA-PROFESSIONAL AIDE**  
Kennedy Elementary, 1309 Madison Road, Manistee, MI

**HOURS:** **Monday-Friday, 7:25 am - 3:10 pm**

**QUALIFICATIONS/  
RESPONSIBILITIES:** **Preferred Credentials:** Highly Qualified as defined by ESSA, or ability to pass ETS Qualified Assessment

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

**PAY/BENEFITS:** Per contract

**EXPIRATION DATE:** **MONDAY, DECEMBER 5, 2022, BY 3 PM**

**TO APPLY:** **Internal Applicants**  
Submit email or letter of interest

**External Applicants**  
Letter of Interest, Application, Copies of HQ Credentials / Transcripts (if applicable)  
Application available at: <https://chipslead.org/join-our-team/>

**Submit via email to:**  
**Nancy Day**  
MAPS Board of Education Office  
nday@manistee.org

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