



550 Maple St, Manistee, MI 49660
1) 723-3521 ▪ Fax (231) 398-2021
Ron Stoneman, Superintendent
Howard Vaas, Business Manager
maps.manistee.org

POSTING
(INTERNAL/EXTERNAL)
January 25, 2023

- POSITION:** One (1) Paraprofessional at MMHS
Description: General Paraprofessional duties, including supervision of students, academic interventions, classroom assistance, and support of individual student needs. One-to-One student support as required/assigned.
- HOURS:** Full time during school year
- QUALIFICATIONS:**
- Highly Qualified as defined by ESSA, or ability to pass ETS Highly Qualified Assessment
 - Ability to earn CPI certification (2-day training) within 6 weeks of hiring
- RECOMMENDED:** Willingness to learn about Positive Behavior Interventions & Supports, Ability to learn direct instruction, general supervision of students, Experience with coaching behavioral targets for children.
- Recommended Skills: Organization and maintenance of records, use of communication via email and communication apps, ability to assist students with basic math and reading.
- PAY/BENEFITS:** Per contract
- EXPIRATION DATE:** February 7, 2023, at 3 pm
- TO APPLY:** Internal Applicants
Submit email or letter of interest
- External Applicants
Submit email or letter of interest and application (attached)

Please forward requested information via email to:
Sara Schubert
Manistee Area Public Schools Central Office -- sschubert@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.*



APPLICATION FORM

POSITION APPLYING FOR

DATE OF APPLICATION

NAME: _____

MAILING ADDRESS: Number / Street / Road

Apt. # or P.O. Box

City

State

ZIP CODE

Home Telephone #

Cell Phone #

Email Address

ARE YOU PRESENTLY EMPLOYED? _____ PRESENT/LAST SALARY _____
(hrly/wkly/yrly)

ARE YOU CURRENTLY UNDER CONTRACT? YES NO

If "Yes," WHEN DOES IT EXPIRE? _____

ARE YOU A U.S. CITIZEN? _____ YES _____ NO

CURRENT EMPLOYER: _____

ADDRESS/CURRENT EMPLOYER: _____

CONTACT PERSON: _____ PHONE #: _____

MAY YOUR PRESENT EMPLOYER BE CONTACTED? Yes No

WHEN WOULD YOU BE AVAILABLE FOR A PERSONAL INTERVIEW? _____

WORK EXPERIENCE:

Name/Address of Employer	Supervisor's Name & Phone Number	OK to contact? (yes/no)	Nature of Work	Employment Dates From - To	Reason for Leaving

EDUCATION AND PROFESSIONAL TRAINING:

List High Schools, Colleges/ Technology School &/or Universities Attended	Location	Years Attended or Graduated & Degrees Received	Area of Study

ARE YOU PRESENTLY WORKING TOWARD A HIGHER DEGREE? ____ YES ____ NO
IF "YES," WHAT IS YOUR EXPECTED COMPLETION DATE AND DEGREE EXPECTED? _____

REFERENCES:

NAME	POSITION TITLE	ADDRESS	PHONE NUMBER & EMAIL ADDRESS

EXPERIENCE WORKING WITH STUDENTS: List experiences you have had working with young people, i.e., scout work, summer camps, etc.

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ____ YES ____ NO
IF "YES," INDICATE THE TYPE OF CONVICTION, DATE, AND COURT WHERE THE CONVICTION OCCURRED:

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR (excluding a minor traffic offense)? ____ YES ____ NO (Note: Conviction record will not necessarily be a bar to employment.)

Signature (Full Name)

Date

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.