



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)

5 Day Posting

February 6, 2023

- POSITION:** **One (1) Paraprofessional at Kennedy Elementary School**
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 10, 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.*

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.