



## **Manistee K-12 Paraprofessional Postings**

**Posting 7/12/2024 (internal/external)**

**JOB SUMMARY:** A Manistee Area Public Schools Paraprofessional will provide essential support to students and assist teachers in delivering high-quality education. This role may involve both academic support and general supervision duties, ensuring a safe and productive learning environment for all students.

**MMHS - 3 POSITIONS**

**Kennedy - 1 POSITION**

**Jefferson - 1 POSITION**

### **KEY RESPONSIBILITIES:**

- Supervise students during non-instructional times such as lunch, recess, passing periods, etc.
- Ensure a safe and orderly environment in classrooms, hallways, and other school areas.
- Assist with maintaining classroom discipline and managing student behavior according to school policies.
- Assist students with academic tasks
- Support students with special needs, adapting materials and methods to meet their individual learning plans.
- Monitor student progress and report any concerns to the appropriate staff members.
- Student support as required/assigned

**HOURS:** Full-time during the school year

**QUALIFICATIONS:** Highly Qualified as defined by ESSA  
OR  
passing score on the [ETS Paraprofessional Test](#)

### **RECOMMENDED SKILLS:**

- Ability to implement Positive Behavior Interventions & supports
- Work closely with teachers, administrators, and other paraprofessionals to support the overall educational program
- Participate in professional development opportunities to enhance skills and knowledge related to student support and supervision
- Prior experience with coaching academic and behavioral targets is beneficial
- Organize and maintain data/records
- Use of communication via email & communication apps
- Ability to assist students with basic math and reading concepts
- Ability to work collaboratively as part of a team.
- Patience, empathy, and a genuine interest in supporting student growth and development.
- Ability to manage multiple tasks and prioritize effectively.

**NOTE: Training & Employment Dates**

Aug 19th- Crisis Prevention training

Aug 22nd- Nurtured Heart approach training

Aug 28th- District Professional Development

Sept 3rd- [School year starts](#)

**PAY/BENEFITS:** Per contract, Starting pay \$15.25 - \$16.75, based on credentials. State retirement plan and paid time off.

**EXPIRATION DATE:** Until Filled

**TO APPLY:** Internal  
Email or Letter of Interest  
External  
Letter of Interest and application (attached)

Submit required materials to :  
Sara Schubert, [sschubert@manistee.org](mailto: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.*