MANISTEE AREA PUBLIC SCHOOLS
525 12th Street
Manistee, MI 49660
231.723.3521 - manisteemariners.org

Posting
(internal/external)
11.11.26

Paraprofessional - MES - (Multiple)

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.

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.

PAY/BENEFITS: Per contract, Starting pay $15.50 - $17.00, 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 :
Traci Joseph; tjoseph@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.*

SUPPORT STAFF 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 _____

ARE YOU A U.S. CITIZEN? _____ YES _____ **NO**
(hrly/wkly/yrly)

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? _____

_____

CHARACTER 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.)

I hereby consent that any former or current employer, whether named in this application or not, may release all employment records of the applicant to the District. I also consent to a physical and drug test as part of the screening process. I understand I must undergo a Criminal History Record Check.

I hereby authorize the District to inquire and verify any information contained on this application for employment, and the District shall not be liable for any damages which may result from such inquiry or verification. I understand that making any misleading or untruthful statement on this application may result in my dismissal. If accepted for employment, I understand that this application will become a permanent part of my personnel records.

I further agree to comply with all rules, regulations, and policies of Manistee Area Public Schools and agree that my employment status is "at will" and, thus, I may be terminated for cause or no cause at any time, and I may terminate my employment at any time for any reason. Upon my termination, I authorize the release of reference information regarding my work history with Manistee Area Public Schools."

_____ _____

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.