



Kalkaska Public Schools

Posting / Employment Opportunity

June 23, 2025

1:1 Instructional, Behavior Support and Personal Care Para-Professional - KMS 2025-2026 SY

Qualifications

- Minimum of a high school diploma or equivalent; some college level preparation preferred.
- CPR certification – adult, infant and child and First Aid certification (will train).
- Pass background check
- Experience in the use of typing, computers, office machines preferred.
- Ability to relate successfully with fellow workers.
- Ability to assume responsibility with a minimum of supervision.
- Ability to work with and supervise students. Experience working with students in a structured setting preferred. Experience with supporting positive student behavior is preferred.
- Evidence of a good employment record, including attendance, if previously employed outside the home.

Primary Duties & Responsibilities

- Supervise the in-school suspension / detention / student reflection room.
- Assist and support teachers in classroom small group and 1:1 (or individual) instructional, behavioral and emotional development activities; engage students as instructed by teacher.
- Support students with personal care and/or health needs.
- Follow proper discipline procedures for uncooperative and hard to manage students, as directed by the teacher.
- Knowledge of student's impairment or handicap (training provided).
- Develop, implement and maintain other duties deemed necessary by supervisor.
- Regular and reliable attendance.
- Supervision of students.
- Keep accurate records if required and/or necessary.
- Follow schedule as outlined by Principal or designee and yet be flexible because of special programs within the school day.
- Use computer, copier and/or other office machines as needed to fulfill the responsibility of assisting teachers and/or administration.
- Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Compensation

Determined by the contract.



Deadline

3 p.m. on June 27, 2025 or until filled.

Application Process

Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in **ONE PDF** document to: jobs@kpschools.com.

Please direct questions to Rick Heitmeyer at e-mail rheimeyer@kpschools.com. Visit our website at www.kpschools.com for additional information about Kalkaska Public Schools.

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The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109