



# Kalkaska Public Schools

Posting / Employment Opportunity

May 30, 2024

## EXTERNAL GSRP Paraprofessional – Preschool Aide x 2 – Birch Street

2024-2025 School Year

<b>Qualification Requirements</b>	<ul style="list-style-type: none"> <li>● Minimum of a high school diploma or equivalent; some college level preparation preferred.</li> <li>● Child Development Associate Credential (CDA) or an Associates of Arts in early childhood /preschool education or childhood development or 120 hours of documented formal child care education offered my MDE</li> <li>● CPR certification – adult, infant and child and First Aid certification (will train).</li> <li>● TB test, preferred.</li> </ul>		
<b>Essential Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>● Assist and support teachers in classroom instructional, behavioral and emotional development activities, engage students as instructed by the teacher.</li> <li>● Instruct and reinforce reading and comprehension strategies such as word decoding, guided reading, phonetics, letter-sound recognition, oral re-telling etc. and use motivational techniques to build confidence and self-esteem in emergent readers.</li> <li>● Use creative educational games, including computer software programs, to reinforce learning strategies based on individual student needs.</li> <li>● Plans instruction techniques and methodologies and prepares lesson materials based on assessments of individual students and their needs.</li> <li>● Instructs and reinforces writing practices such as letter formation.</li> <li>● May perform other specialized learning related activities such as operating a center program that provides hands-on learning that reinforces current classroom learning topics and teaching work-study students.</li> <li>● Regular and reliable attendance.</li> <li>● Any other job duties assigned by the building principal.</li> <li>● The employee shall remain free of alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.</li> </ul>		
<b>Salary and Benefits</b>	Salary determined by paraprofessional contract.		
<b>Deadline</b>	3:00 p.m. on June 12, 2024 or until filled.		
<b>Method of Application</b>	<p>Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Rick Heitmeyer  Kalkaska Public Schools  315 South Coral Street  Kalkaska, MI 49646 </td> <td style="width: 50%; vertical-align: top;"> Or electronically as <b>ONE PDF</b> document to: <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a> </td> </tr> </table>	Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as <b>ONE PDF</b> document to: <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a>
Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as <b>ONE PDF</b> document to: <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a>		

**Contact  
Information**

Please direct questions to Rick Heitmeyer at email: [rheimeyer@kpschools.com](mailto:rheimeyer@kpschools.com).

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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