



Paraprofessional PreK Behavior/Break Aide - Early Childhood Learning Center

Position Begins: 2024-2025 School Year

Qualification Requirements

- Minimum of a high school diploma or equivalent; some college level preparation preferred.
- 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
- CPR certification – adult, infant and child and First Aid certification (will train).
- TB test, preferred.

Essential Duties and Responsibilities

- Supervise a safe setting for all students.
- Teach appropriate language and social skills. (Assist in carrying out disciplinary procedures for inappropriate or unkind behavior).
- Keep records when and where required.
- Maintain high level of ethical behavior and confidentiality.
- Conduct screening and ongoing assessment of children and provide age-appropriate instructional support.
- Meet with Early Childhood Specialist or other support personnel as needed to ensure quality programming.
- Attend staff meetings, workshops, and other scheduled program activities as requested.
- Collaborate in planning, team meetings, troubleshooting, and decision-making.
- Monitor behavior and support the educational process in the classroom.
- Create and update anecdotal records and portfolios for each child.
- Participate in district recruitment efforts, including open houses and round-ups, and assist in student selection.
- Help schedule and support parent/family activities.
- Help develop newsletters and informational materials for families.
- Able to work flexible hours as needed for family involvement activities, including home visits, recruitment events, open houses, and parent advisory meetings.
- Assist and support teachers in classroom instructional, behavioral and emotional development activities, engage students as instructed by the teacher.
- Employee must be capable of performing physical demands of the job, including but not limited to lifting, bending, stooping, squatting, and standing for long periods of time.

Essential Duties and Responsibilities	<ul style="list-style-type: none"> • Work environment may have a raised noise level. • Regular and reliable attendance. • Perform other duties as assigned. • The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. • <i>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.</i> 		
Salary and Benefits	Salary determined by the support staff contract.		
Deadline	3:00 p.m. on March 3, 2025 or until filled.		
Method of Application	<p>Persons who are interested in this position should submit a letter of interest, resume, credentials/certification and list of references to:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%; vertical-align: top;"> Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646 </td> <td style="width: 40%; vertical-align: top;"> Or electronically as ONE PDF document to: jobs@kpschools.com </td> </tr> </table>	Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE PDF document to: jobs@kpschools.com
Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE PDF document to: jobs@kpschools.com		
Contact Information	Please direct questions to Rick Heitmeyer at e-mail rheimeyer@kpschools.com .		
<p>The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.</p> <p>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</p>			