

A-F School District Job Description Half Time Paraprofessional for At-Risk, and Lunch Aide.

Send Resume and/or Letter of Interest to Andrew Beauvais, Principal
abeauvais@a-f.k12.mi.us .

Department: Jr/Sr High School
Reports To: Building Principal

GENERAL DESCRIPTION:

Part time position to help, assist, and give aid/support for the effective and efficient operation of the classroom and to the teacher in the learning-teaching process. Manages computer lab and library. Assists during lunch hour.

QUALIFICATIONS:

- Certification
 1. Obtain an Associates Degree (or)
 2. Take and pass a MTTC test (or)
 3. Take and pass a Work Key test
 4. Other as determined by the State of Michigan
- High school diploma or general education degree (GED); previous office experience helpful.
- Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to the community, parents, students and staff.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to problem solve in a variety of situations.
- Good health, high moral character, and good attendance record.
- Have a belief in education and a concern for children.
- Demonstrates a sincere desire to aid all students.

OTHER SKILLS AND ABILITIES:

Ability to work in a friendly manner with co-workers and students. Ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Upholds board policies and follows administrative procedures.
- Works with students, individually, and in small groups, supervision of students and assists teacher with checking of individual skills of children.
- Provides one-on-one assistance for eligible students
- Provides instructional services only under the direct supervision of a certified teacher
- Helps children with programmed materials
- Assists students who were absent in make-up work.
- Prepares materials for class projects, duplicates materials for class, corrects papers, and assists in maintaining bulletin boards.
- Promotes good social relationships between children, serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings, responds to students in a kind, fair, and interested manner.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Do not leave students unsupervised.
- Reports suspected child abuse and/or neglect to the building principal and/or superintendent
- Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- Assist students during the lunch hour in the cafeteria

Deadline: Until Filled