

**JOB POSTING**  
**THREE - Full Time Paraprofessional**  
**BEAL CITY PUBLIC SCHOOL**

DESCRIPTION: Full Time Paraprofessional

LOCATION: Beal City Public School

STARTING DATE: Per 2016-17 School Calendar

QUALIFICATIONS: High School Diploma or equivalent

RATE OF PAY: Starting pay will be \$9.11-\$9.81/hour  
*depending on education and experience*

HOURS/CALENDAR: Approximately 7:45am-3:00pm daily/per student calendar days

SUPERVISOR: Beal City Elementary School Principal, Jason Wolf

DEADLINE TO APPLY: 3:00 p.m., Friday, July 29, 2016

NOTE: Any applicant recommended for hire for any position will be required to consent to a criminal history investigation and possible background assessment, if required by job description.

All applicants must provide a cover letter and resume with along with a list of references.

William C. Chilman IV, Superintendent

Posting date: 6-10-16

Beal City Public Schools, Go Aggies !

No person shall, on the basis of race, creed, gender, religion, national origin or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity or employment by Beal City Public Schools.

### **JOB FUNCTION**

To assist, support, and work closely with teachers, administrators, and other team members in providing educational benefit for students.

### **DUTIES and RESPONSIBILITIES**

- ❖ Works with individual students or small groups of students.
- ❖ Assists in devising special strategies for reinforcing learning materials and skills.
- ❖ Performs clerical, classroom maintenance, and instructional duties.
- ❖ Performs assigned supervision of students.
- ❖ Performs assigned non-instructional classroom duties.

### **QUALIFICATIONS AND ABILITIES**

- ❖ Interest in children and education
- ❖ Desire to assist students with special needs in a learning environment