

## **Job Opportunities**

Thank you for your interest in Belding Area Schools. All employment opportunities will be posted on our website as they become available.

### **Administrative, Professional, Teaching:**

Submit a letter of interest, resume, and credentials to the Administration Office:

Belding Area Schools  
Leslie Mount, Superintendent  
1975 Orchard Street  
Belding, MI 48809

### **Support Staff:**

Applications are available at the Administration Office, or you can print the non-instructional application from the Job Opportunities section of our web site. Applicants must have at least a high school diploma.

### **Paraprofessional Applicants:**

All paraprofessionals hired for Title I schools after 1/8/02 must have done one of the following:

- A. Completed at least 2 years of study at an institution of higher education;
- B. Obtained an associate's degree or
- C. Met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment of knowledge and the ability to assist in instructing:
  - 1) Reading, writing and mathematics, or
  - 2) Reading readiness, writing readiness and mathematics readiness

Typing Skills: Applicants must be able to type 25 words per minute, no errors.

Assessment Testing: Work Keys Test

### **Secretarial Applicants:**

Typing Skills: Applicants must be able to type 60 words per minute, no errors.

Evaluation Test: Testing will be conducted on Microsoft Office skills.