



Belding Area Schools

The right size. The right choice.

Charles R. Barker • Superintendent

POSITION OPENING SPECIAL EDUCATION PARAPROFESSIONAL BELDING MIDDLE SCHOOL

Duties:

1. Work under the supervision of the building administrator and/or classroom teacher according to lesson plans and routines set up by the teacher.
2. Assist regular and special education teachers implement Individual Educational Plans (IEPs) and Behavior Intervention Plans (BIPs) for emotionally impaired, learning disabled, and cognitively impaired students.
3. Assist with academic accommodations and help modify and correct challenging behaviors in the classroom.
4. Monitor lunch/recess.
5. Build and maintain appropriate relationships with the students.
6. Supervise a classroom in an emergency situation.
7. Assist teacher and/or administrator in filing, typing, copying, etc.
8. Pick up needed supplies or materials, run errands, assist with programs, meetings, etc.
9. Any other duties as assigned by classroom teacher and/or building administrator.

Qualifications:

1. 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
2. All paraprofessionals hired before 1/8/02 must meet the above requirements within 4 years of 1/8/02.
3. High School diploma, prefer post high school training.
4. The use of effective and acceptable techniques of human relations in dealing with students, staff members, other school officials, parents and the general public.
5. Must be willing to work individually and in small groups with challenging students.
6. Ethics - The ability to treat school matters as confidential information.
7. Typing and other office skills (25 wpm.)
8. Skill in the operation and knowledge of A-V and computer equipment preferred.
9. Experience working with school-age children preferred.
10. Skill in the operation and knowledge of office machines and computers.
11. Pursuant with State of Michigan Student Safety Legislation, all prospective hires must provide fingerprinting and background check results to the District prior to employment.

Hours: Maximum of 6.5 hours/day

Submit application to Administration Office, 1975 Orchard St., Belding, MI 48809.

Posted: February 26, 2010

Deadline: March 11, 2010