

**MENOMINEE AREA PUBLIC SCHOOLS
MENOMINEE, MICHIGAN**

DATE: **JANUARY 11, 2018**

POSITION AVAILABLE: **SPECIAL EDUCATION AIDE**
8:00 A.M. - 11:45 A.M. DAILY
JUNIOR/SENIOR HIGH SCHOOL

QUALIFICATIONS:

1. Two years college equivalent coursework or high school diploma required.
2. Ability to work with adults & students of various personalities, help deal with student conflicts.
3. Possess sound emotional judgment.
4. Willingness to commit to working with student with severe physical and intellectual limitations.
5. Demonstrated aptitude of competence for assigned responsibilities.
6. Such alternatives to above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Under supervision of licensed teacher, assist with classroom activities.
2. Read to students, listen to students read, and participate in other forms of communications with students.
3. Works with individual students to reinforce learning of materials/skills initially introduced by teacher.
4. Help individual students with lunch.
5. Provide and maintain positive public relations with students, staff and community.
6. Perform other duties as assigned by the building principal.
7. Maintain a high level of ethical behavior and confidentiality of information.
8. Regular and reliable attendance.

PHYSICAL DEMANDS:

1. Lower body strength to stand and walk throughout the day.
2. Verbal stamina to articulate clearly and with appropriate volume throughout the day.

EVALUATION:

Performance of this position will be evaluated as per Paraprofessional Aides work agreement and Board's policy of Evaluation of Support Service Personnel.

APPLICATION:

Submit cover letter and resume to:
Julie Krah, Administrative Assistant to the Superintendent
Menominee Area Public Schools
1230 13th Street
Menominee, MI 49858
krahj@gomaroons.org
906-863-9951 Ext 126

Menominee Area Public School District is an equal opportunity employer and will not discriminate on the basis of religion, race, color, national origin, age, gender, marital status, height, weight, or handicap. Persons denied equal opportunity based on these conditions may file a complaint with the high school principal, Menominee Area Public Schools Compliance Coordinator at 906-863-9951 and/or The Michigan Civil Rights Commission, Lansing, Michigan.