



Public Schools of Petoskey

NOTICE OF POSITION OPENING

ACADEMIC PARAPROFESSIONALS			
Date Posted	August 10, 2023	Application Deadline	August 22, 2023 or Open Until Filled
Primary Function	To provide assistance to the classroom teacher with general student supports, as instructed.		
Preferred Qualifications	<ul style="list-style-type: none">❖ Minimum of an Associate’s Degree, or 60 hours from an approved college❖ Communicate effectively with students (and adults) in order to encourage and aid student progress❖ Such alternatives beyond the above qualifications as the board of education deems appropriate and acceptable		
Hours/Pay	Third party contracted positions; 7 hours/day; starting pay \$14.50/hour; paid leave days		
Responsibilities	Please see attached job description.		
Application Process	Please visit petoskeyschools.org/employment to apply online. Complete application & include a letter of interest, resume, references, transcripts & certificates.		
Notice of Non-discrimination			
It is the policy of Public Schools of Petoskey that no person shall, on the basis of race, color, religion, age, national origin or ancestry, sex, marital status or handicap be excluded for participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity and employment as required by Title VI Civil Rights Act of 1963; Section 504 of the Rehabilitation Act. Any questions concerning discrimination should be directed to the Title IX Coordinator, Public Schools of Petoskey, 1130 Howard Street, Petoskey, MI 49770, or phone (231) 348-2100.			



Public Schools of Petoskey

POSITION: Title IA/31A Aide

QUALIFICATIONS:

1. Minimum of an Associate Degree or 60 hours from an approved college, Bachelor's degree preferred.
2. Work cooperatively with others.
3. Follow instruction from teachers related to carrying out individual student's educational plans and meeting classroom expectations.
4. Communicate effectively with students (and adults) in order to encourage and aid student progress.
5. Display an ability to keep accurate records (e.g., academic growth data).
6. Connect successfully students in order to provide supplemental, academic support and interventions prescribed by the classroom teacher.
7. Organized, self-directed, and flexible to work with varied schedules and individual needs.
8. Available for occasional after-school meetings or activities planned for students involved in the Title IA/31A program or their parents/families.
9. Demonstrate initiative and excellent work habits (i.e. attendance, punctuality, responsibility, and collaboration).
10. Able to attend conferences when Title IA/31A appropriate and applicable.
11. Abide by FERPA confidentiality laws in handling student and family information.
12. Additions to the above qualifications as the Superintendent or Board of Education deem appropriate.

REPORTS TO:

Building Principal (immediate supervisor) and Director of Teaching and Learning

PERFORMANCE RESPONSIBILITIES:

1. Take direction from supervising teacher(s) to work with students who have identified academic needs and are part of the Title IA/31A program.
2. Use available diagnostic information (from the supervising teacher or administrator's data analysis, leadership, planning, or guidance) to carry out a supplemental program of reinforcements and interventions for students who have not performed at grade level in the regular core subject areas of reading, writing, math, science, or social studies and have been identified and ranked-by-building for Title IA/31A services.

3. Maintain a system of records (e.g., an intervention activity log or personnel activity reports as required by legislation and the supervising teacher) to chronicle and help monitor a Title IA/31A student's progress.
4. Administer targeted assessments to progress monitor students in the Title IA/31A program as outlined by the supervising teacher.
5. Attend required district/building professional development programs and meetings.
6. In conjunction with the supervising teacher, help submit a year-end progress report of all Title IA/31A assigned students to the building principal(s) and the Director of Student Support Services.
7. Help maintain a culture of caring, follow/support the Full Value Agreement, and provide a safe, learning environment.
8. Maintain all certifications (note Qualifications #1).
9. Perform other intervention-related duties assigned by the Supervising Teacher(s), the Building Principal(s), and/or the Director of Student Support Specialist (Title IA/31A) as related to and allowed according to Targeted-Assist Title IA/31A federal and state legislation.
10. Perform other related duties as assigned by the Building Principal or Director of Teaching and Learning.

OTHER INFORMATION:

This is a non-tenured, paraprofessional position which provides supplemental support to identified intervention students while under the direction and management of the Supervising Teacher(s) and Building Principal(s).

Candidate must pass all required state and federal background checks.

TERMS OF EMPLOYMENT:

School year to a maximum of 182 days.

Days and hours are established annually (as needed and determined by the level and availability of supplementary funding received).

PROBATIONARY PERIOD:

Forty-five(45) working days

EVALUATION:

Performance expectations are appraised during the probationary period and annually in accordance with the policy of the Board of Education regarding support (non-certified) staff personnel.

Updated: 8.2024