

JOB VACANCY
Instructional Paraprofessional – Mathematics & Science
Elk Rapids High School
March 12, 2019

Instructional Paraprofessional positions are an integral part of the teaching team. This position will function under the direction of classroom teachers, supporting mathematics and science. The position will support at-risk (Section 31a) eligible students.

This At-Risk (Section 31a) funded position is *currently* scheduled for 29.5 hours per week (Monday – Thursday)
The scope, daily schedule, and longevity of this position are subject to available 31a At-Risk funds.

DESCRIPTION:

This Supplemental Services Employee:

1. Shall provide instructional math and science support that fosters academic growth in at-risk students.
2. Shall provide before and/or after school programming in mathematics and science for at-risk students.
3. Shall be responsible for documenting and reporting their services to at risk students.
4. Shall align interventions and services with At-Risk Counselor to facilitate success for at-risk students.
5. Shall help the school staff close the achievement gap between at-risk students and the general population.
6. Shall help all at-risk students meet or exceed state expectations in mathematics and science.
7. Shall help all at-risk students meet or exceed the school’s vision, and expectations for success.
8. Shall help students resolve personal, emotional, and social problems that interfere with their success.

QUALIFICATIONS:

1. Highly Qualified under NCLB act.
2. Hold either an Associate’s Degree or 60 hours of college coursework or passed either the MTTC basic skills test or the ACT Work Keys test
3. Demonstrated ability to work with a team of educators
4. Confidence in working with technology such as Microsoft Office, spreadsheets, etc.
5. Demonstrated ability to manage student behavior
- 6. Experience working with high school aged children *preferred.***
7. Experience working in a mathematical career field or collegiate coursework in mathematics ***preferred.***
8. Demonstrated ability to keep confidentiality

DUTIES AND RESPONSIBILITIES:

1. Provide assistance to teachers and students for intervention instruction in the areas of math and science.
2. Under the teacher’s assistance provide additional instructional support in one-on-one and small group situations.
3. Support the classroom and school rules and encourage students to follow directions.
4. Under teacher’s direction, assess students as needed.

REPORTS TO: High School Principal

BEGINNING DATE: April 2, 2019.

TERMS OF EMPLOYMENT: Section 31a At Risk-Funded Position is Part-Time. Starting Pay = \$12/hour

EVALUATION: Performance of this job will be evaluated in accordance with administrative procedures, grant requirements, and established contractual protocols.

APPLICATION DEADLINE: **ALL MATERIALS RECEIVED BY FRIDAY MARCH 22ND OR UNTIL POSITION FILLED**
Letter of Interest, Résumé with 3 References & Transcripts

SEND CREDENTIALS TO: Michael J. Travis, ERHS Principal; 308 Meguzee Pt. Rd. , Elk Rapids, MI 49629
E-mail: mtravis@erschools.com Fax: 231.264.0895

NOTICE OF NONDISCRIMINATION

The Elk Rapids School District does not discriminate on the basis of race, color, national origin, sex, age, marital status, height, weight, religion, or disability in its programs and activities. Inquiries regarding the nondiscrimination policies may be directed to: Tom Enslin, Superintendent, Elk Rapids Schools, 707 Third Street, Elk Rapids, Michigan 49629 (231) 264-8692.