

PLEASE POST

**PORT HURON AREA SCHOOL DISTRICT
PORT HURON, MICHIGAN
NOTICE OF NON-CERTIFIED VACANCY
PARAPROFESSIONAL BARGAINING UNIT MEMBERS ONLY**

October 5, 2017

**Keewahdin Elementary
Overload Paraprofessional KDG**

6.67 Hours/Day
8:15 a.m. – 3:20 p.m.

Allocation # 1.111.11.0000.1630

SEE REVERSE SIDE FOR JOB DESCRIPTION


ALL REQUESTS MUST BE:

Outside applicants: Complete an online application @ www.phasd.us (computers are available in the Central Office Lobby for your convenience) on or before 4:00 p.m. **October 11, 2017.**

Current District employees: Submit a letter of interest on or before 4:00 p.m. **October 11, 2017.**

SEND TO:

HumanResources@phasd.us

Patricia Wachtel, Human Resources Manager 
**Port Huron Area School District
2720 Riverside Drive
Port Huron, MI 48060**

Any bids received after the date and time stated above will **not** be accepted. Applicants wishing to withdraw their interest must present a written request to the Department for Human Resources.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities

PORT HURON AREA SCHOOL DISTRICT ADMINISTRATIVE SERVICE

ORGANIZATIONAL MANUAL

POSITION GUIDE

TITLE

Instructional Paraprofessional

SECTION L-7

QUALIFICATIONS

1. High school graduate or equivalent (GED).
2. Associate's Degree or 60 semester hours at an institution of higher education or Work Keys.
3. Ability to relate to other people.
4. Experience in working with children and adults are desirable.

JOB RESPONSIBILITIES

1. The paraprofessional's duties and responsibilities would include but not be limited to, the routine clerical, instructional, social, and other duties germane to the operation of the instructional program within a given building.
2. The paraprofessional shall assist the teacher and is considered supplementary to the diagnosis and implementation of instruction as practiced by the classroom teacher.
These responsibilities shall include:
 - a. Complementing instruction – assisting the teacher during the lesson by helping pupils who may be having difficulty in understanding or in keeping up with the class.
 - b. Supplementing instruction – assisting the teacher by working with individuals or small groups of pupils on follow-up activities specified by the teacher.
 - c. Supplementing instruction – assisting the teacher by administering, under supervision and direction, remedial or drill activities or small groups.
3. The paraprofessional is responsible for the assumption of non-professional tasks as may be assigned by the teacher or principal to whom assigned.
4. The paraprofessional shall attend staff meetings, in-service programs, and on-the-job training as assigned.
5. The paraprofessional shall respect the confidentiality of information
6. The assignment may be with one or more teachers or as part of an instructional team within a department, building, or buildings.
7. Perform other duties or tasks necessary to insure the success of students and the program.
8. Conducts him/herself in a professional manner commensurate with his/her position and project a good public image of the School District in dealing with the community and employee groups.

SELECTION COMMITTEE

BUILDING SUPERVISOR AND HUMAN RESOURCES

EVALUATED BY

SUPERVISING ADMINISTRATOR

SALARY DATA

AS PER NEGOTIATED AGREEMENT

ALLOCATION(S)
2009

FORM DATA

PHASD FORM NO. AIS-OM-4 Ad. Off. Serv.

July