

**PORT HURON AREA SCHOOL DISTRICT
DEPARTMENT FOR HUMAN RESOURCES**

NOTICE OF NON-CERTIFIED VACANCY

Paraprofessional Bargaining Unit

**Please Post
PPRO-192**



December 27, 2017

Building:	Kimball Elementary School
Position:	Special Education POHI Paraprofessional
Qualifications:	See Posting
Hours/Times/Calendar:	6.67 hrs 8:10-3:20
Effective:	Immediately
Allocation:	1.122.18.2070.1630

APPLICATION PROCEDURE:

Internal Applicants
(Current Bargaining Unit Members)

*Persons interested in being considered for any position must indicate their interest via email to the Human Resources Department on or before **4:00 p.m., January 12, 2018.***

PLEASE INCLUDED #, POSITION, AND LOCATION ON ALL CORRESPONDENCE

Send to: humanresource@phasd.us

Patricia Wachtel, Human Resource Manager *pw*

External Applicants
Please Apply On-Line on or before **January 12, 2018**

https://hr.phasd.us/Job_List.aspx

Any bids received after the date and time stated above will not be accepted.

*If you choose to withdraw your bid, you must do so in writing and submit it as stated above.

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.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PORT HURON AREA SCHOOL DISTRICT ADMINISTRATIVE SERVICE

ORGANIZATIONAL MANUAL

POSITION GUIDE

TITLE

ECSE Paraprofessional

SECTION L-11

QUALIFICATIONS

As partners in the instructional process, paraprofessionals who work in programs supported by Title I/31a funds must meet **one** of the following requirements:

1. Associate's Degree or 60 semester hours at an institution of higher education, or Meet a rigorous standard of quality and demonstrate, through passage of a formal state or local academic assessment approved by the State Board of Education:
 - a. Michigan Test for Teacher Certification – Professional Readiness Exam (MTTC) or the original Basic Skills Test (MTTC)
 - b. A passing score of at least 480 on the evidence-based reading and writing section of the SAT and 530 on the mathematics section in lieu of the Basic Skills Test or Professional Readiness Exam
 - c. ETS Parapro Assessment – A passing score of 460 is required
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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.
 9. Must be able to lift over 50 pounds.
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SELECTION COMMITTEE

BUILDING SUPERVISOR AND HUMAN RESOURCES

EVALUATED BY

SUPERVISING ADMINISTRATOR

SALARY DATA

AS PER NEGOTIATED AGREEMENT

ALLOCATION(S)

FORM DATA

PHASD FORM NO. AIS-OM-4

Ad. Off. Serv.

October 2017
