

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

**NOTICE OF NON-CERTIFIED VACANCY**

*Paraprofessional Bargaining Unit*



**Please Post  
PPRO – 150**

**November 16, 2018**

<b>Building:</b>	<b>Early Childhood Center</b>
<b>Position:</b>	<b>Building Paraprofessional</b>
<b>Qualifications:</b>	<b>See Posting</b>
<b>Hours/Times/Calendar:</b>	<b>8:15 – 3:30</b>
<b>Effective:</b>	<b>Immediately</b>
<b>Allocation:</b>	<b>1.118.02.3070.1630 50% and 1.122.02.2090.1630 50%</b>

**APPLICATION PROCEDURE:**

**Internal Applicants**  
(Current District Employees)

*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., November 27, 2018, or until filled.***

**PLEASE INCLUDED #, POSITION, AND LOCATION ON ALL CORRESPONDENCE**

Send to: [humanresource@phasd.us](mailto:humanresource@phasd.us)

**Patricia Wachtel, Human Resource Manager** 

External Applicants

Please Apply On-Line on or before **November 27, 2018 or until filled**

[https://hr.phasd.us/Job\\_List.aspx](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**

---

---

**TITLE**            **Early Childhood Center Building Paraprofessional**
**SECTION L-12B**


---



---

**QUALIFICATIONS (either is required)**


---

1. An Associate Degree in early childhood/preschool education, child development, childcare or equivalent
  2. A Child Development Associate (CDA) credential or other equivalent nationally recognized credential
- 

---

**JOB RESPONSIBILITIES**


---

1. Provide personal assistance and instructional supports as directed by their immediate supervisor.
  2. Participate in field trips and home visits when necessary, and all other classroom activities during the school day.
  3. Promote positive self-esteem and encourage academic growth in students.
  4. Respond positively to changes in assignments as determined by the building principal.
  5. Maintain confidentiality in any regards to students and student information as required by FERPA.
  6. Assist in carrying out educational plans as prescribed by IEPT, or behavioral management plans.
  7. Maintain the physical strength and stamina to meet the needs of all students, to be actively involved in the implementation of the curriculum (i.e., monitoring playground activities, interacting with the children during floor activities, etc.).
  8. Develop and sustain appropriate communication and rapport with students, parents and staff.
  9. Perform other related duties or tasks necessary to insure the success of students and the program.
  10. 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.
  11. Provide routine secretarial, instructional, social and other duties germane to the operations of the instructional program with the building.
  12. The paraprofessional shall assist the teacher and is considered supplementary to the diagnosis and implementation of instruction as practice by the classroom teacher. These responsibilities shall include:
    - a. Complimenting instruction-assisting the teacher during the lesson by helping pupils who may be having difficulty in understanding or 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. Reinforcing instruction-assisting the teacher by administering, under supervision and direction, remedial or drill activities or small groups.
  13. The paraprofessional is responsible for the class assumption of non-professional tasks as may be assigned by the teacher or principal to whom assigned.
  14. The paraprofessional shall attend staff meetings, in-service programs, and on-the-job training as assigned.
  15. The assignment will vary within a department or building
  16. Must be willing to learn alternative methods of working with mainstreamed students with handicaps on an as-needed basis (i.e., sign language, the use of assistive devices for physically handicapped, etc.)
  17. Must be flexible to accept a temporary change in assignment in an emergency situation as determined by the building administrator.
- 

**SELECTION COMMITTEE**
**BUILDING SUPERVISOR AND HUMAN RESOURCES**


---

**EVALUATED BY**
**SUPERVISING ADMINISTRATOR**


---

**SALARY DATA**
**AS PER NEGOTIATED AGREEMENT**


---

**ALLOCATION(S)**


---