



MONTAGUE AREA PUBLIC SCHOOLS

EDUCATION IN THE RIGHT DIRECTION

4882 STANTON BLVD. • MONTAGUE, MI 49437 • TELEPHONE: 231-893-1515 • FAX: 231-894-6586

Internal/External Job Posting

Position: Title I Paraprofessional
Classification: Hourly Employee / MESPA Contract Agreement
Terms: 2024 – 25 School Year, Monday – Friday; 5.75 hours per day
Starting Salary: \$12.88 per hour, Commensurate with experience
Posted: April 29, 2024
Closing Date: May 10, 2024

Montague Area Public Schools is looking for a Title I Paraprofessional at the MACC building.

The Title I Paraprofessional works with eligible students within the classroom, in small groups and within one on one tutorials. They are directly involved in the learning process by providing support to students through guided practice of essential skills.

Education:

- Possession of a high school diploma or its equivalent
- And meets **ONE** of the following:
 - Associates degree or higher
 - Completed 60 credit hours
 - Passed Parapro Assessment
 - Willing to take a Parapro Assessment test.

Experience / Qualifications:

- Previous experience providing academic support to struggling students using researched based programs and strategies preferred.
- Previous successful experience working with children at the appropriate grade level preferred.

Responsibilities:

See attached job description

Benefits Include:

Paid Vision, Life and AD&D Insurance
Enrollment in State Retirement System
Paid Time Off

Applicants:

Interested candidates should send a letter of interest and resume or application to:

Krista Hams, Human Resources Coordinator

By Mail: Montague Area Public Schools
4882 Stanton Blvd.
Montague, MI 49437

Or E-mail: humanresources@mapsk12.org

The District has adopted the policies of Title IX regarding sex discrimination.
Montague Area Public Schools is listed as an equal opportunity employer

**MONTAGUE AREA PUBLIC SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Title I Paraprofessional
REPORTS TO: Curriculum/Title I Director
SUPERVISES: Not Applicable

GENERAL JOB FUNCTION: The Title I Paraprofessional works with eligible students within the classroom, in small groups and within one on one tutorials. He/she is directly involved in the learning process by providing support to students through guided practice of essential skills. He/she may also push into classrooms to allow the classroom teacher to provide interventions to Title I identified students. He/she must maintain a professional and friendly demeanor in working with children and staff.

EDUCATION REQUIREMENTS:

- Possession of a high school diploma or its equivalent
- And meets of ONE of the following:
 - Has an Associate's Degree
 - Has at least 60 CREDIT HOURS
 - Has passed a Parapro Assessment test.
 - Willing to take a Parapro Assessment test –
- Michigan Teaching Certificate preferred

QUALIFICATIONS:

- Previous experience providing academic support to struggling students using researched based programs and strategies preferred
- Previous successful experience working with children at the appropriate grade level preferred

ESSENTIAL JOB FUNCTIONS:

- Must be regular in attendance and punctual in reporting to assignment
- Demonstrate the ability to:
 - Have well developed interpersonal skills
 - Maintain confidentiality
 - Have strong organizational skills, ability to multi task and meet deadlines
 - Motivate others and influence their behaviors
 - Collect and analyze appropriate data sources to inform decisions
 - Build a professional environment that is one of mutual respect, teamwork, and accountability
 - Work with at-risk students
 - Work effectively as part of a team
- Provide academic support to identified Title I students
- Provide progress monitoring of identified Title I students
- Participate in parent involvement activities for families in the Title I program
- Become familiar with Title I legislation
- Maintain accurate records of Title I services
- Complete all required state documentation including time and effort reports, annual certifications and/or personnel action reports
- Perform such other tasks and assume such other responsibilities as may be assigned

NOTABLE PHYSICAL REQUIREMENTS:

Occasional light to moderate lifting up to 50 pounds may be required.

TYPICAL WORK ENVIRONMENT:

Most work is done in the MAPS school buildings.

EVALUATION:

The Title I Paraprofessional is evaluated by the teacher and Title I Director.

TRAVEL EXPECTATIONS:

Occasional assignments may require short trips to other MAPS facilities, the MAISD or elsewhere in the community.