Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 5/28/2015

Paraprofessional

JobID: 2722

Position Type:
Support Staff/Special Education Assistant

Closing Date:
06/03/2015

Date Posted:
5/27/2015

Location:
KRESA/WoodsEdge Learning Center

Division:

Special Education

Position Type:

Full-time, 11-Month

Hours:

7:30-3:30

Responsibilities:

Assists the teacher in the instruction to students of academic, social, and motor skills in public schools and/or community sites by performing the following duties:
Assists with managing difficult behaviors through the use of de-escalation strategies or team restraint when students are in crisis and when in danger of hurting themselves, others, or property.
Collects data and progress monitors students' academic interventions and behavior objectives.
Leads and manages student classroom activities outside of classroom instruction.
Assists in instruction of students as designed by the teacher.
Provides feedback and monitors the classroom when students are working.
Performs classroom maintenance (cleaning, sanitizing, preparing, fixing) as required.
Assists with organization of daily classroom schedule and events calendar.
Maintains order in classroom and effectively disciplines students through classroom procedures and protocols.
Assists students with problem solving when adjustment and academic needs arise.
Keeps attendance, student records, anecdotal observations, evaluations as required by school and teacher.
Other duties as assigned.

Qualifications:

High school diploma or equivalent. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess ones own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the updated FMLA notice.

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