



## Kalamazoo County Area Schools Employment Consortium

**Employment Application**Openings as of 3/11/2015***Paraprofessional***

JobID: 2606

**Position Type:**

Support Staff/Special Education Assistant

**Closing Date:**

03/17/2015

**Date Posted:**

3/11/2015

**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 classroom and/or community sites by performing the following duties:  
Manages student classroom activities outside of classroom instruction.  
Assists in instruction of students as designed by the teacher.  
Performs classroom maintenance (cleaning, dishes, organization) as required.  
Assists with organization of daily classroom schedule and events calendar.  
Implements rules of student conduct.  
Maintains order in classroom and on playground.  
Assists students with problem solving when adjustment and academic problems arise.  
Keeps attendance and student records as required by school.  
Performs or assists physical management of students in crisis and when in danger of hurting themselves or others.

**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:**

Organized and able to plan ahead. Adapts to frequent changes in the work environment. Practices safe work habits. Ability to communicate effectively, including listening. Uses equipment and material properly. Displays reliable attendance and

promptness. Ability to resolve problems. Presents ideas and information in a manner that gets students' attention and which encourages their engagement. Maintains confidentiality. Embraces a teamwork attitude. 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](http://www.kresa.org)***

(<http://www.applitrack.com/kalamazoo/onlineapp/jobpostings/view.asp?district=1511>)

**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.**

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FMLA regulations require all employers to post the [updated FMLA notice](#).

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