



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 3/26/2015

Paraprofessional

JobID: 2620

Position Type:

Support Staff/Special Education Assistant

Closing Date:

04/02/2015

Date Posted:

3/25/2015

Location:

KRESA/Juvenile Home School

Division:

Special Education

Position Type:

Full-time, 10-Month

Hours:

7:30-3:30

Responsibilities:

- Assist 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.
- Communicate effectively with Work Based Learning Instructor on student progress and needs of the program.
- Maintain school expectations and standards for the students.
- Have working knowledge of screen printing and embroidery techniques.
- Assist students in operation and care of screen printing equipment and embroidery machine.
- Performs classroom maintenance (cleaning, sanitizing, preparing, fixing) as required.
- Help design and create projects in Adobe Illustrator and Design Shop.
- Assists in instruction of students as designed by the teacher.
- Provides feedback and monitors the classroom when students are working.
- Work with students to improve social and employability skills.
- Keeps track of inventory and project supplies.
- Assists with the organization of daily classroom schedule and events calendar.
- Manage safety and security of the classroom by keeping track of all sensitive items.
- Assists with students with problem-solving when adjustment and academic needs arise.
- Be flexible to assist Principal and/or other staff in classrooms.
- Proctor and/or administer assessments to students in areas of reading and mathematics.
- Resolve conflict between students or between students and staff in a calm and safe manner.
- Check students into school in the morning.

- 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:

Develop and maintain relational capacity with staff and students. Ability to communicate and work among a team of colleagues. Be an empathic listener. Show adaptability to frequent changes in the work environment. Practice safe work habits. Displays reliable attendance and promptness. Maintains confidentiality. Certificate and/or degree in Graphic Design. Knowledge and experience with silk screen and embroidery equipment. Knowledge and use of Adobe Illustration, Melco Design Shop, and Amaya. 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.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.

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

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