



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 10/24/2016

Classroom Aide

JobID: 3715

Position Type:

Support Staff/Special Education Assistant

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Date Posted:

10/24/2016

Location:

KRESA/West Campus

Closing Date:

11/04/2016

Division:

Early Childhood Special Education

Position Type:

Part-time

Hours:

8:30-2:30

Responsibilities:

Assists in instruction of students as designed by the teacher. Assists with managing student classroom activities and outside of classroom instruction. Performs daily classroom activities, including materials preparation, cleaning and organizing. Assists with physical management of students. Assists students with care of hygiene needs. 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 one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Experience with preschool children. Experience with children with developmental disabilities. Ability to work in a fast paced environment. Organized and able to plan ahead. Adapts to frequent changes in the work environment. Practices safe work habits insuring pupil and staff safety. Ability to communicate effectively, including listening. Uses equipment and material properly. Displays reliable attendance and promptness. Ability to resolve problems. 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/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. Assistant Superintendents: Tom Zahrt, 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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