



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 7/5/2022

Paraprofessional MOCI (4)

JobID: 7602

Position Type:

Support Staff/Special Education Assistant

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Date Posted:

7/5/2022

Location:

KRESA/WoodsEdge Learning Center

Closing Date:

09/22/2022

Division: Special Education

Position:

11-Month/Regular

Full Time

M-F 7:30AM -3:30PM

Salary Range: \$22,747 - \$34,796

Primary duties and 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:

- Knowledge of subject matter, students' needs, and building/program policies
- 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.
- Collect data and progress monitor student's 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.
- Implements rules of student conduct through PBIS and specific program expectations.
- 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.

- Regular and consistent attendance.
- Other duties as assigned

Minimum skills and education required:

High school diploma or equivalent. Paraprofessional positions for certain programs may require demonstrated competency level (Work keys test or ETS Paraprofessional Assessment) for meeting highly qualified status and /or an associate degree or 60 college credits. 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 and education: (Preference given to a candidate with these skills, education, etc.)

- Develop and maintain relational capacity with staff and students.
- Ability to communicate and work among a team of colleagues.
- Embraces a teamwork attitude.
- Ability to be flexible and be open minded.
- Be an empathic listener.
- Contribute in a positive way to the environment.
- Organized and able to plan ahead.
- Show adaptability to frequent changes in the work environment.
- Practices safe work habits.
- Uses equipment and material properly.
- Displays reliable attendance and promptness.
- Ability to resolve problems.
- Utilizes effective instructional practices to motivate and engage students in learning.
- Maintains confidentiality.

Apply online at www.kresaorg/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information (collectively, "Protected Classes") or any other legally protected category 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 & Mindy Miller. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

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

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