



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 8/2/2022

ASD Paraprofessional

JobID: 8007

Position Type:

Support Staff/Special Education Assistant

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Date Posted:

8/2/2022

Location:

KRESA/Portage Central Elementary

Closing Date:

12/30/2022

Position Type:

10-Month /Full Time

Mon – Fri 8:00AM – 4:00PM

Salary Scale: \$13.48 - \$20.62 / hour

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:

- Work with individuals or small groups of students on follow-up activities.
- Reinforces instruction by administering individual skill practice for individuals or small groups.
- Administer and score standardized, and criterion referenced tests or teacher made tests as directed by teacher.
- Records data on student performance as directed by teacher or itinerant staff member
- Monitors students to develop independence in daily living, academic and social/emotional skills.
- Assists in implementing behavior management programs.
- Fills out, distributes and/or collects checklists as directed.
- May physically restrain students with supervision by trained staff and in accordance with specific training and student's behavior plan.
- May remove and put on outer clothing for arrival, recess and dismissal times
- May assist in lifting and positioning student, diapering, opening thermos/carton, lunch line, feeding, seating at group activities, maintaining time schedules, etc.
- May supervise playground, offsite activities and wheelchair/walker travel to assure safety.
- May assist with medical needs, which may include catheterizing, removal, and attaching of splints/casts/braces.

- May assist in supervising during non-instructional periods such as snack time, study hall and/or lunch period, free time and/or recess, bathroom breaks, and preparation for gym, lunch, bus, etc.
- May transfer students to and from bus.
- 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
- 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 openminded.
- 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.
- 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.

?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.

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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