

Position Type: Support Staff/Instructional Paraprofessional

Date Posted: 8/26/2020

Location: John R. Rodger Elementary School

Closing Date: Until filled

District: Bellaire Public Schools

Position

Bellaire Public Schools is seeking a highly-qualified Instructional Paraprofessional who is responsible for a variety of duties in supporting student needs. The paraprofessional works closely with teachers, administrators, and other professional staff to assist in a multitude of activities that take place daily. These activities may include assisting with the learning and behavioral needs of the student, working with small groups, library and media center oversight, lunch duty, recess duty, and bus duty.

Minimum Qualifications:

The following is a list of minimum qualifications for this position, any one of which may be waived by the Administration in exercising its prerogative to determine qualifications.

Applicants must have a high school diploma or GED **and** at least one of the following:

- A passing score on the Basic Skills Test MTTC; OR
- A passing score of at least 480 on the evidence-based reading and writing section of the SAT and 530 on the mathematics section in lieu of the Basic Skills Test or Professional Readiness Exam; OR
- A passing score on WorkKeys

Additionally, candidates will have:

- A passionate commitment to working with students
- Demonstrate positive interpersonal relationships
- Evidence of ability to establish positive working relationships with all stakeholders
- Strong verbal and written communication skills
- A high level of professionalism and confidentiality
- Exemplary organizational skills

Conditions Of Employment:

This position is part time, not to exceed 30 hours/week, and will follow the school calendar. The work year, salary, and other conditions of employment will be consistent with the current agreement between the Board of Education and the Bellaire Public Schools support staff. This position will remain open until the position is filled.

Applications:

All applicants, including current BPS employees, must complete and submit an application through Unified Talent which can be accessed through the Traverse Bay Area Intermediate School District. All applicants must also upload a cover letter, professional resume, copies of educational documents (transcripts/certificates), and current letters of recommendation to their online application.