

***EXTERNAL POSTING**

FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER

Posting Dates: November 19-25, 2009

TITLE: Paraprofessional, Title I – Dort Community School (2 Positions)

An online application, which can be accessed from our website (www.flintschools.org), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must also submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

SPECIAL NOTICE:

Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.

QUALIFICATIONS:

Education: High school diploma or GED Certificate. By June, 2006, must have 1) earned at least 60 semester hours of college credit; 2) obtained an associate's (or higher) degree, or 3) demonstrated on a formal assessment, knowledge of and ability to instruct in reading, writing and mathematics.

Skills: Personality and mature judgment to work effectively and harmoniously with both students and adults.

Competency in all academic areas: reading, writing, spelling and mathematics. Good listening and speaking skills.

Ability to make sound decisions.

Competency in and ability to assist students with using computer programs.

Knowledge and ability to use effective telephone techniques.

Other Requirements:

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor;

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Other Requirements (Continued):

2) police clearance, including digital fingerprinting; 3) reference check; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REPORTS TO: Building Principal

**TERMS OF EMPLOYMENT: Grade 2; 198 days per year; 30 hours per week;
Beginning rate \$ 9.95/hour. (This is a grant funded position)**

ESSENTIAL FUNCTIONS:

Works under the supervision of the teacher by assisting with instructional and non-instructional duties as directed.

Listens to, reads to, and assists students, when directed.

Works with small groups of students for specific instructional purposes.

Assists students, on an individual basis, who have difficulty in understanding directions.

Encourages students to finish their work by providing individual and small group assistance.

Assists the teacher in the preparation of instructional materials.

Accompanies the teacher and class on field trips.

Assists with the operation of audio-visual equipment.

Assists with classroom clerical work.

Assists the teacher with interviews and enrollments of students, when appropriate.

Assists teacher in the health and parent programs, when appropriate.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

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EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of the Paraprofessional, Family Service/Health Advocate, and Parent Educator Master Contract.

PHYSICAL DEMANDS: Sedentary work. (See U.S. Department of Labor Guidelines)

chf-human resources
08/04/09

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the: Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St., Flint, Michigan 48503-1974 • (810) 760-1124.

Translation services are available upon request, please call 760-6770

خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 6770

Ponemos a sus órdenes el servicio de traducción. Las personas interesadas, favor de llamarnos al 760-6770

設有翻譯服務, 祇要提出要求, 請電760-6770.