



POSITION TITLE: Great Start Readiness Program Paraprofessional (Associate Teacher)
FLSA STATUS: Non-Exempt
FTE STATUS: 1.0
REPORTS TO: Principal/GSRP Teacher
DATE: January 18, 2018

SUMMARY:

The Paraprofessional assists professional staff by supervising and helping students during classroom instruction and implementing individualized student programs.

- Commits to assist professional staff in establishing a learning environment that is accountable for effective instruction, assessment and data-driven decision-making
- Commits to ongoing learning; encourages, supports and mentors ongoing learning in students
- Commits to high expectations for students, and moving students towards achievement
- Commits to positive relationships and communication, promoting and modeling a safe and supportive learning culture for all
- Commits to honoring all students, embracing their community and diversity
- Commits to collegiality and professionalism of self and staff
- Assists teachers with students
- Assists teachers and ancillary staff in preparing academic materials, keeping records, and recording student progress in an objective manner
- Manage and instruct students on appropriate behavior, using positive behavior support strategies consistent with Board policy and the student's behavior plan, if applicable
- Conducts behavior to demonstrate collegiality and professionalism
- Adheres to district and school policies and procedures
- Demonstrating and reinforcing good manners
- Provide feedback to general education teacher regarding student progress
- Prepare instructional materials or modify lessons under teacher direction
- Recognize the teacher as the primary communicator with the parent
- Work with teachers in development of academic modifications/accommodations that support students
- Provide small group assistance in core academic areas (reading, writing, math, science and/or social studies)
- Must maintain student confidentiality
- Proficient in the use of computers, email, Microsoft Word, Excel, and the Internet
- Ability to work with and manage student behavior individually, in groups and in a variety of learning environments
- Ability to maintain composure during stressful situations
- Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES:

- Position will supervise and assist students.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below 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.

EDUCATION and/or EXPERIENCE:

- Complete one of the following:
 - Complete at least two years of study at an institution of higher education (equal to 60 semester hours); or
 - Obtain an associate's degree (or higher); or
 - Meet a rigorous standard of quality and demonstrate, through a formal state or local academic assessment in the following areas:
 - Example: Michigan Test for Teacher Certification – Basic Skills (MTTC).
 - Knowledge of, and the ability to assist in, instructing reading, writing, and mathematics; or
 - Knowledge of and the ability to assist in, instructing reading readiness, writing readiness, and mathematics readiness as appropriate.
 - Experience working with Special Education students both at the secondary and elementary level preferred.
- Applicant must satisfactorily pass a criminal background check as defined by the State of Michigan.
- Good work habits, including punctuality and good attendance record.

GSRP Requirements:

Meet one of the three criteria under the GSRP requirements of being considered a highly qualified paraprofessional:

An Associate's Degree in Early Childhood Education or Child Development or the equivalent; or

A valid classroom CDA (Child Development Associate credential) or

An existing 120 hour approval*

*Public Act 62 of 2011 altered credentialing requirements for the position with GSRP. The provision for 120 clock hours as a Child Development Associate credential (CDA) equivalency has been discontinued; personnel who currently have a 120 clock hour approval letter from MDE are grandfathered. (GSRP Implementation Manual, 2013)

TERMS:

The contract, salary and other employment conditions are to be determined by the current collective bargaining agreement between the Lincoln Consolidated Schools and the Lincoln Education Associates Organization (LEAO).

APPLICATION PROCEDURE:

Complete all sections of the online application at:

<https://www.applitrack.com/wisd/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=7908>

DEADLINE:

The deadline to apply is Until Filled.

Lincoln Consolidated Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.