

NORTH BRANCH AREA SCHOOLS
6655 Jefferson, PO Box 3620
North Branch, MI 48461
January 16, 2025

NOTICE OF AFSCME POSITION AVAILABLE

POSITION: 7-hour Special Education Paraprofessional – Elementary School

QUALIFICATIONS:

1. Must meet federal and state guidelines for highly qualified paraprofessional.
2. Must be willing to assist with student personal hygiene needs such as meals, navigation of building, lunch/recess duties, arrival and departure responsibilities, toileting assistance).
3. Must be willing and able to physically lift and carry student as necessary.
4. Ability to read and comprehend simple instructions, short correspondence, and memos
5. Ability to do basic math computation as necessary.
6. Ability to effectively present information in one-on-one and small group situations
7. Ability to apply common sense understanding to carry out basic written or oral instructions
8. Ability to effectively communicate with students, parents, and other employees
9. Ability to maintain composure under stressful situations
10. Lunch and Recess supervision required.
11. Preferred current CPI Level 1 and 2 and be willing to be maintain this training.
12. The candidate must be certified in CPR, First Aid and AED.
13. Any other duties as assigned by Administration.

DIRECT SUPERVISOR: Elementary Principal

AVAILABLE: January 31, 2025

CLOSING DATE: January 20, 2025

EXTERNAL APPLICANTS: All applications for North Branch Area School District positions must be submitted online. The online application is available at [NBAS Employment Opportunities](#). If you have any questions, please contact Melissa Montgomery in the district's Central Office either by telephone 810-688-3570 or by e-mail at mmontgomery@nbbrncos.net

INTERNAL APPLICANTS: submit a letter of intent, resume and transfer request to Melissa Montgomery at Central Administration via email to mmontgomery@nbbrncos.net by 4:00 pm on Monday, January 20, 2025.

SECURITY CLEARANCE: The successful candidate will be subject to a fingerprint and background check as a condition of employment. All fees required for this check will be the responsibility of the successful applicant.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

North Branch Area Schools is an Equal Opportunity Employer