

**POSITION:** Special Education Paraprofessional  
Comstock Elementary School  
32.5 Hours per week

**SALARY:** Dependent on years of school paraprofessional experience  
Hourly rate starting at \$15.45

- Paid time off
- Single subscriber health insurance
- State retirement plan

**AVAILABLE:** Immediately

**EDUCATIONAL REQUIREMENTS:** High School Diploma and one of the following:

- Associate's Degree in Early Childhood or Child Development
- 2 years of study at an institution of higher education (60 semester hours)
- Pass the ETS Parapro Assessment with a minimum score of 460
- Will work with employees to acquire needed skills

**QUALIFICATIONS:**

- Demonstrate confidentiality working with student information
- Communicate effectively, using correct grammar
- Enjoy children of varied abilities
- Must be able to move quickly and have good agility
- Must be able to build rapport with students & colleagues
- Comfortable in school environment
- Must be able to follow an established program and given directives
- Must be part of a classroom team
- Able to work effectively within the classroom or individually/small groups with behavior and academics
- Must be able to implement, support, and adjust academic programming as directed
- Highly qualified as a paraprofessional

**RESPONSIBILITIES:**

- Implement individual/group activities/lesson plans as directed/supervised by the classroom instructor
- Assume responsibility for individuals or groups as directed to support the classroom environment & program
- Attend professional development opportunities outside of the academic day as scheduled by the principal
- Assist children with educational, physical, personal, and emotional needs
- Facilitate learning of students in general education environment
- Champion and promote diversity, equity, and inclusion
- Other duties as assigned by administration
- Perform essential job functions as specified for this position

If interested, complete an Applitrack application at <http://www.applitrack.com/kalamazoo/onlineapp>

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**NOTICE OF NON-DISCRIMINATION:** It is the policy of Comstock Public Schools that the district does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability, or any other legally prohibited basis in admission or access to district employment, programs, events, or activities. The following individuals at Comstock Public Schools have been designated to handle inquiries regarding the nondiscrimination policy - Andy Birt and Jill Ansel. Contact information: 269-250-8911, 6138 King Highway, Kalamazoo, MI 49048.