



# LAKEVIEW PUBLIC SCHOOL

27575 Harper Avenue, St. Clair Shores, Michigan 48081  
586-445-4000 Ext. 2503 | [www.lakeviewpublicschools.org](http://www.lakeviewpublicschools.org)



## NOTICE OF VACANCY

The following Paraprofessional position is available for the 2024-2025 School Year:

### **PART-TIME JEFFERSON AM LATCHKEY ASSISTANT** **ARDMORE PM LATCHKEY ASSISTANT**

**(13.75 HOURS PER WEEK)**

**JMS: Monday – Friday 6:30-8:00 AM (7.50 Hours)**

**ARD: Monday – Friday 3:15-4:30 PM (6.25 Hours)**

#### **Certification Requirements & Qualifications:**

- High School Diploma
- Ability to successfully pass a criminal background check
- Ability to pass a Basic Skills Pre-Employment Test
- Ability to stand and walk for long periods of time

#### **Required Skills:**

- Latchkey Experience/Assistant Experience (preferred)
- Ability to work cooperatively with students, parents, and colleagues
- Effective communication skills, both orally and in writing
- Good organizational and problem solving skills
- Self-directedness and initiative when given a variety of tasks and responsibilities.
- Possess physical abilities sufficient to employ physical intervention strategies when necessary, i.e. non-violent crisis intervention techniques
- Enthusiastic and takes initiative

#### **Responsibilities:**

- Organize and facilitate activities to create a positive, educational environment for students
- Work effectively with students individually, in small or large group
- Communicate appropriately with administration, teachers, parents, as needed, through phone, email, and at drop off and pick up
- Understand and stay abreast of local, county and state regulations related to the successful operation of latchkey programs (Ex: health reporting requirements, accident reports, etc.)
- Enroll students and maintain accurate financial records, including time cards, the aging report, input of cash receipts through the AS400 System, etc.
- Utilize EzPay online system for documenting student's program usage and billing functions
- Purchase and provide snacks for students after school
- Administer student medications as required
- Enter payments into AS400
- Print edit listing
- Create deposit and log and have deposit verified
- Follow cash handling procedures
- Forward copy of log and deposit ticket to Business Office
- Work effectively with students individually, in small or large group

#### **Nondiscrimination and Access to Equal Education Opportunity**

*It is the policy of the Board that no student in this District shall, on the basis of race, color, religion, national origin or ancestry, age, gender marital status, sexual orientation, disability, height, weight, and/or other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefit of, or otherwise be subjected to discrimination in its programs and/or activities. Any person believing they have been discriminated against may bring a complaint to the local civil rights coordinator: Deputy Superintendent, 27575 Harper Ave, St. Clair Shores, MI 48081, 586-445-4000 x2503.*



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- Utilize computer for e-mail, typing simple documents in MS Word, etc.
- Utilize copy machine and other technology tools to support latchkey functions
- Work collaboratively with all staff in the school
- Communicate appropriately with parents, staff, and administration as needed
- Utilize technology to assist with job functions (Data Director, Microsoft Applications, etc.)
- Utilize CPI and CPR/First Aid training, as needed
- *OTHER DUTIES AS ASSIGNED*

### Compensation:

- Paraprofessional Salary in accordance with the 2023-2025 Support Personnel Master Agreement
- Leave Days
- Paid Holidays
- Professional Development Days
- Other fringe benefits outlined within the collective bargaining agreement

**DEADLINE FOR APPLICATION: 3:00 PM – WEDNESDAY, SEPTEMBER 18, 2024 (or until filled)**

### ACCEPTING ONLINE APPLICATIONS ONLY

Please submit your online application at [www.lakeviewpublicschools.org](http://www.lakeviewpublicschools.org), and include a letter of interest, resume, transcripts, teaching certificate, and references.

**\*Qualified candidates who are represented by Lakeview Support Personnel Union shall be given preference for employment**

**Tracy L. Van Peeren, Deputy Superintendent**

**Lakeview Public Schools**

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