



CLIO AREA SCHOOLS
1 MUSTANG DRIVE, CLIO, MICHIGAN, 48420
(810) 591-0500

JOB TITLE: Media Paraprofessional

BUILDING: Clio Intermediate School

REQUIRED QUALIFICATIONS:

- Associate's Degree (or at least 60 semester hours); or provide passing results of one of the following: Michigan Teacher Certification Test; WorkKeys Test; College Board SAT's; ETS Parapro Assessment

PREFERRED QUALIFICATIONS:

- Organizational skills
- Computer proficiency
- Ability to work effectively and cooperatively with teaching staff and students
- Good oral and written communications skills

MAJOR DUTIES:

- Organize and maintain books, small tech, and supply inventories
- Maintain an inspiring and orderly environment
- Assist staff and students in checking out and turning in books and technology
- Other responsibilities assigned by administration

CONDITIONS OF EMPLOYMENT:

- 29.5 hours per week/per non-affiliated group

It is the policy of the Clio School District that no person shall on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment. Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of handicap, should be directed to: Mrs. Kelly Kiss, Assistant Superintendent for Curriculum and Instruction, Clio Area Schools, 1 Mustang Drive, Clio, Michigan 48420.
