



1585 Meisner Road  
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## PLEASE POST

Applications are being accepted for the following position until filled. Please apply ASAP:

### **East Star Program Student Support Paraprofessional**

#### **QUALIFICATIONS:**

Minimum of high school diploma; Associate's degree preferred  
Strong mathematical knowledge; prior teaching experience preferred  
Prior experience assisting with online learning platforms preferred  
Ability to work cooperatively with staff, students and adults  
Possess good communication skills, both oral and written and excellent attendance pattern required  
Maintain confidentiality of students, parents and school personnel

#### **RESPONSIBILITIES:**

Collaborate with teachers ensuring that students receive targeted instruction to improve student performance  
Work with students to reinforce learning of material on skills initially introduced through the online learning platform  
Provide social and emotional coping strategies  
Assist Program Coordinator in reviewing credits and incentives for program students

#### **REPORTS TO:**

East Star Program Coordinator and Innovation Center Administrator

#### **TENTATIVE SCHEDULE:**

7:46 a.m. - 2:01 p.m. (5.75 hours per day w/ 30 minute unpaid lunch - school days only)

#### **HOURLY RATE:**

\$14.00 per hour

#### **APPLICATION PROCEDURES:**

Applicant should provide the following:

- Letter of application, with a review of experience appropriate to the position.
- Resume, letters of recommendation or other information to aid in selection.

Apply on-line: <http://www.applitrack.com/eastchina/onlineapp/default.aspx?all=1>

#### **QUESTIONS MAY BE DIRECTED TO:**

Personnel Department  
810-676-1000

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