

MONTROSE COMMUNITY SCHOOLS



Internal/External Job Posting **Carter Elementary School GSRP Preschool Paraprofessional** **for the 2025-2026 school year**

Required Qualifications:

1. An associate's degree (AA) in early childhood education or child development
2. A valid classroom CDA credential
3. An existing 120 hour approval or the willingness to obtain an AA or CDA within the next two years (with proof of enrollment in AA or CDA coursework)

Duties and Skills:

1. Promotes a professional image of the school district.
2. Promotes the proper use, care, and security of school property and spaces.
3. Takes all reasonable precautions to ensure safety. Provides appropriate student supervision.
4. Perform duties with limited supervision. Meet deadlines despite time constraints.
5. Uses diplomacy and exercises self-control when dealing with other individuals.
6. Balancing, bending, crouching, kneeling, reaching, and standing.
7. Lifts, carries, and moving work-related supplies/equipment.
8. Travels to meetings and work assignments.
9. Regular in-person attendance.

Work Conditions and Compensation:

1. 7:40-3:10 Monday-Thursday (7:40-12:22 on Early Release Days - 4 hours, 42 minutes) 3 hours and 30 minutes on Friday (Total of 31 hours and 30 minutes per week)
2. Hourly Pay rate as determined by Building Aide Association Contract
3. New hires will be hired through a third party employer

Deadline for Application:

Interested applicants should apply immediately.

Interested applicants should apply directly to:

<https://www.applitrack.com/gcaps/onlineapp/application.aspx?login=true>

Please direct all questions to:

Mr. Shaun Brewer Carter Elementary Principal
Carter Elementary School
200 Park Street
P.O. Box 3129
Montrose, MI 48457-0829

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Mr. Casey Schaub
High School Principal
810-591-8822

cschaub@montroseschools.org

Mrs. Shawn Birchmeier
Middle School Principal
810-591-8832

sbirchmeier@montroseschools.org