

MONTROSE COMMUNITY SCHOOLS



***Internal/External Job Posting
Carter Elementary Special Education Paraprofessional
for the 2025-2026 school year
1 Open Position***

Required Qualifications:

1. Must meet the educational and/or proficiency criteria by the federal Every Student Succeeds Act (ESSA)
2. Ability to work productively with students in a variety of settings
3. Excellent oral and written communication skills

Duties and Skills

1. Promotes a professional image of the school district and encourages community partnerships that enhance district programs.
2. Supports an inclusive educational environment. Provides opportunities for all students to participate.
3. Promotes the proper use, care, and security of school property and spaces.
4. Takes all reasonable precautions to ensure safety. Provides appropriate student supervision.
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 meeting and work assignments.
9. Regular in-person attendance.

Work Conditions and Compensation:

1. Third party employee
2. 7:40 a.m.-3:10 p.m. (7 Hours Monday - Friday)
3. 7:40 a.m.-12:22pm.(4.7 Hours on Early Release Days)
4. Hourly pay rate as determined by Building Aide Associations Contract

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



10-20-25

Montrose Community Schools does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category in its programs and activities, including employment opportunities. Any person who believes that s/he has been discriminated against should immediately contact the School District's Compliance Officer listed below:

Mr. Casey Schaub
High School Principal
810-591-8822
cschaub@montroseschools.org

Mrs. Shawna Birchmeier
Middle School Principal
810-591-8832
sbirchmeier@montroseschools.org