

NORTH BRANCH AREA SCHOOLS
6655 Jefferson, PO Box 3620
North Branch, MI 48461
October 24, 2025

POSITION: Literacy Paraprofessional (6-hour) - RFMS

QUALIFICATIONS:

1. Must have a high school diploma or equivalent
2. Will have successfully passed the WorkKeys Assessment, prior to July 10, 2017, or the current ETS Assessment (minimum score of 460), which replaced the WorkKeys Assessment on July 10, 2017 (per NCLB Guidelines), or have an associate's degree--or higher--or have completed 2 years of college (equal to 60 semester hours), *official transcripts must be provided*. You *must* have the support documentation available to apply for this position.
3. Will have successfully passed the K-4 MLPP training, prior to May 2018, or the current K-6 North Branch Area Schools Literacy Paraprofessional Training, which replaced the MLPP training on June, 2018, *official certificate of completion for training must be provided*.
4. Good public relations skills
5. Good attendance record is expected
6. Desire to work alongside students
7. Ability to manage students in individual, small group and whole group situations
8. Ability to work with minimal direction
9. Ability to work around interruptions
10. Ability to work with a variety of backgrounds
11. Ability to communicate with teachers, pupils, parents, and the public with friendliness and poise
12. Ability to maintain confidentiality of work-related information
13. Work cooperatively as a member of the North Branch Area Schools team
14. Lunch and recess supervision may be required
15. Preferred current CPI Level 1 and be willing to be maintained in this training.
16. The candidate must be certified in CPR, First Aid and AED.
17. Any other duties as assigned by Administration

DIRECT SUPERVISOR: RFMS Principal
AVAILABLE: January 5, 2026
CLOSING DATE: October 28, 2025

EXTERNAL APPLICANTS: All applications for North Branch Area School District positions must be submitted online. The online application is available at [NBAS Employment Opportunities](https://nbasemploymentopportunities.com). If you have any questions, please contact Dawn Mickens-Holt in the district's Central Office either by telephone 810-688-7996 or by e-mail at dmickens-holt@nbbronzos.net

INTERNAL APPLICANTS: submit a letter of intent, resume and transfer request to Dawn Mickens-Holt via email to dmickens-holt@nbbronzos.net by 4:00 pm on October 28, 2025.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

North Branch Area Schools is an Equal Opportunity Employer