



Notification of Posted Position

Title I, Part A/31A Instructional Aide

Weston Elementary School

Continued employment partially dependent upon grant funding and guidelines

up to 26 hours/week, Monday-Thursday

*\$14.58 - \$17.58**/hour dependent upon qualifications*

Requirements:

- All applicants **MUST at least** meet State guidelines for Highly Qualified Paraprofessionals
 - 60 hours college credit (90 hours Baker College) **OR**
 - an Associates Degree **OR**
 - have passed a State-approved test (ETS Paraprofessional Assessment Test)
- Provide a list of work and personal references
- Demonstrate effective oral and written communication skills
- Have the ability to work with students individually and in small groups
- Successfully pass a police background check
- Be able to motivate students
- Demonstrate effective organizational skills
- Possess strong work habits

Responsibilities include:

- Provide individual and small group assistance to eligible students in core content area skills, strategies and/or concepts (reading, writing, math, science and/or social studies)
- Maintain confidentiality of information regarding all students
- Participate in training as assigned (some outside of school day sessions possible)
- Follow teacher/instructional coach direction in delivery of student assistance
- Perform related duties as assigned
- Demonstrate mental/physical ability and stamina for meeting the requirements of this position

Application Process

Submit your application through the Mid-Michigan Area Public Schools Consortium (MMAPS), Job ID 34325. Application materials should include:

Letter of interest/cover letter

Resume

Transcripts (if applicable)

Three letters of recommendation

Internal persons interested in the above position should write a letter of interest to [Sarah Wood](#), Principal, Weston Elementary.

**Rate subject to change as contracts are in negotiation

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denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.



Must Be Posted in Three Locations