

BELDING AREA SCHOOL DISTRICT

Position Announcement

Job Title:	Student Support Paraprofessional		
Location:	ECSE Elementary		
Salary Range/ Level:	Per Belding Education Support Personnel Association (BESPA) Master Agreement	Terms of Employment:	7 hours/day; school year
Date Posted:	March 3, 2026	Application Deadline:	Until Filled
Application Process:	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. (See application instructions at www.bas-k12.org under District and Job Opportunities.)</p> <p>Letter of interest, resume and credentials may be attached within the online application.</p>		
Belding Area School District			
Mission			
Belding Area Schools: An engaged staff + a supportive community = successful students.			
Job Description			
<u>Duties:</u>			
<ol style="list-style-type: none"> 1. Work under the supervision of the Building Principal and/or classroom teacher according to lesson plans and routines set up by the teacher. 2. Work with students on a one-to-one basis or with small groups of students in academic areas. 3. Work with Special Education staff to document, implement, and follow plans. 4. Build and maintain appropriate relationships with the student, parents, and school personnel. 5. Maintain records as indicated by classroom teacher and/or administrator. 6. Supervise students in lunchroom, on playground and in the office. 7. Comply with state and federal record-keeping regulations. 8. Perform other related duties as directed by the classroom teacher and/or Building Principal to support student success. 			
<u>Qualifications:</u>			
<ol style="list-style-type: none"> 1. Paraprofessionals must meet one of the following requirements: <ol style="list-style-type: none"> a. Completed at least two (2) years of study at an institution of higher education; b. Obtained an associate degree; or c. Met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment of knowledge and the ability to assist in instructing: <ol style="list-style-type: none"> 1) Reading, writing and mathematics, or 2) Reading readiness, writing readiness and mathematics readiness 2. The use of effective and acceptable techniques of human relations in dealing with students, staff members, other school officials, parents, and the public. 3. Must be willing to work individually and in small groups with challenging students. 4. Must be able to treat school matters as confidential information. 5. Typing and other office skills (25 wpm). 			

6. Experience working with elementary children preferred.
7. Skilled in the operation and knowledge of office machines and computers.
8. Pursuant with State of Michigan Student Safety Legislation all prospective hires must provide fingerprinting and background check results to the District prior to employment.
9. Punctuality/ Attendance is essential.
10. Recommend wearing appropriate footwear or closed toed shoes.

Notice of Non-discrimination

It is the policy of Belding Area School District not to discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category in its programs, services or activities. For inquiries regarding the nondiscrimination policies contact the Superintendent's Office, 850 Hall Street, Belding, MI 48809. (616) 794-4700.