

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

June 11, 2021

**Middle School Paraprofessional  
Linden Grove Middle School  
Paraprofessional Salary (\$15,744 - \$23, 424)  
10-Month, Full-time**

### **Scope of Responsibilities**

Works with middle school students under the direction of the building administrator and assists with the supervision of students in the hallways and classrooms.

### **Performance Responsibilities**

1. Works under the direction of the principal/assistant principal.
2. Supervises and assists students in the hallways, lunchrooms, passing time, before and after school. Supervises the female locker room.
3. Works with students to resolve conflicts.
4. Assists with disruptive students and the resolution of their problems.
5. Assists students individually with their academic assignments.
6. Establishes positive relationships with students to encourage student confidence.
7. Organizes and processes paperwork for student referrals.
8. Works with parents and families to ensure communication to support appropriate behavior.
9. Performs other duties as assigned

### **Minimum Qualifications**

1. Must have a high school diploma or equivalency and at least one of the following Every Student Succeeds Act (ESSA) qualifications:
  - a. two years of study (60 credit hours) at an institution of higher learning;
  - b. an associate's degree or higher;
  - c. passing scores in math, reading, and writing on the ACT Work Keys Assessment prior to June 1, 2017, or the Basic Skills Test of the Michigan Teacher Test for Certification; or
  - d. passing score of at least 460 on the ETS (Education Testing Service) Paraprofessional Assessment.
2. Ability to speak and express ideas clearly.
3. Good personal appearance and grooming.
4. Ability to develop positive relationships with students.
5. Willingness to work with various teachers in assigned classrooms.
6. Ability to communicate effectively with staff and students.
7. Evidence of a desirable work record (i.e. low absenteeism, good job performance, flexibility).

Please apply online at [www.kalamazoopublicschools.com](http://www.kalamazoopublicschools.com) no later than  
**Friday, June 18, 2021.**

Kalamazoo Public Schools is an Equal Opportunity Employer.