

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

August 9, 2021

**Secondary Bilingual Paraprofessionals (2 positions)**  
**Kalamazoo Loy Norrix**  
**Milwood Magnet School: A Center for Math, Science and Technology**  
**Paraprofessional Salary (\$15,744 – \$23,424)**  
**10 Month, Full-time**

## Scope of Responsibilities

Provide instructional support to students of limited English proficiency under the direction of the bilingual/ESL teacher and/or regular classroom teacher. **Must be able to communicate fluently in Spanish or Arabic.**

## Performance Responsibilities

1. Supervise and assist students in hallways as they leave and return to the classroom.
2. Assist students individually and in groups with classroom lessons in the bilingual and/or regular education classroom.
3. Perform routine classroom tasks-- maintain records, prepare requisitions, maintain a clean and safe physical environment, organize and care for equipment, materials, operate AV, and other equipment.
4. Provide academic/instructional support as needed by the bilingual and/or regular education teacher.
5. Prepare material for classroom instruction and bulletin boards.
6. Communicate with parents, visitors, and community agency personnel, translating when needed.
7. Assist in reinforcing behavior management goals as defined by classroom teacher.
8. Transport students on an emergency basis.
9. Attend parent conferences, parent meetings, and professional development.
10. Ability to work in more than one school.
11. Assist with the assessment of student progress in achieving goals and objectives.
12. Perform other duties as assigned.

### **Minimum Qualifications**

1. Must have a high school diploma or equivalency and one of the following Every Student Succeeds Act (ESSA) qualification:
  - a. completion of 60 credit hours at a college or university;
  - 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;
  - d. a passing score of at least 460 on the ETS (Education Testing Service) Paraprofessional Assessment.
2. Ability to speak clearly and express ideas.
3. Above average English reading and language arts skills.
4. Good personal appearance and grooming.
5. Ability to develop positive relationships with students.
6. Ability to communicate fluently in Spanish or Arabic (speaking, reading, writing).
7. Evidence of a desirable work record(i.e., low absenteeism, good job performance, flexibility).

### **Desirable Qualifications**

1. One to two years of college coursework.
2. Previous voluntary or paid experience with youth.
3. Completion of classes in English, Math, Social Studies, Science, Computers, or other training in education.

Please apply online at [www.jobspots.com](http://www.jobspots.com)

**Positions are open until filled.**

Kalamazoo Public Schools is an Equal Opportunity Employer.