

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

**August 9, 2021**

**Special Education Work Site Paraprofessionals (2 positions)  
Loy Norrix High School  
Kalamazoo Central High School  
Paraprofessional Salary (\$15,453 - \$23,193)  
10 Month, Full-time**

## **Scope of Responsibilities**

Works with secondary special education students within community work sites.

## **Performance Responsibilities**

1. Supervise and coach students in entry-level positions at community-based sites.
2. Assist with mobility training of work experience students.
3. Communicate with employers, students, parents, teaching staff, administration, and community agencies.
4. Ability to teach students a variety of jobs.
5. Write evaluations of students, daily/weekly, as needed.
6. Assist in clerical duties involved in reports and tracking of students' progress.
7. Tutor when needed in vocational education, one-on-one to assist student to get back on track.
8. Transport students to and from work sites.
9. Perform 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) qualification:
  - 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) a passing score of at least 460 on the ETS (Education Testing Service) Paraprofessional Assessment.
2. Ability to speak clearly and express ideas clearly.
3. Good personal appearance and grooming.
4. Ability to handle the physical requirements of the job: bending, lifting.
5. Willingness to work with various students in a given building.

6. Ability to maintain necessary energy and composure to work successfully with students.
7. Ability to develop a rapport with secondary special education students.
8. Ability to transport student to job sites.
9. Evidence of a desirable work record (i.e. low absenteeism, good job performance, flexibility).

Please apply at [www.kpsjobs.com](http://www.kpsjobs.com)  
**Positions are open until filled.**

Kalamazoo Public Schools is an Equal Opportunity Employer