



Every child. Every opportunity. Every time.

September 22, 2021

**Computer Lab Paraprofessional
Kalamazoo Central High School
Paraprofessional Salary (\$16,059 - \$23,892)
10-Month, Full-time**

Scope of Responsibilities

The paraprofessional will monitor and assist students in the computer lab.

Performance Responsibilities

1. Assist students in the computer lab.
2. Maintain computer lab and equipment.
3. Supervise students as they work independently in the lab.
4. Identify and troubleshoot minor software and hardware problems.
5. 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. Must be computer literate.
3. Knowledge of computer software program utilized in the computer lab.
4. Demonstrated ability to develop positive relationships with students.
5. Ability to speak clearly and express ideas.
6. Ability to troubleshoot minor software and hardware problems.
7. Ability to communicate effectively with staff and students.
8. Evidence of a desirable work record (i.e., low absenteeism, good job performance, flexibility).

**Please apply online at www.kpsjobs.com no later than
Tuesday, September 28, 2021.**

Kalamazoo Public Schools is an Equal Opportunity Employer.