

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

Substitute Secretaries \$15/hr

Day-to-day substitutes will be limited to basic clerical duties such as answering phones, making copies, filing and mailings. Secretarial testing is no longer necessary to be a substitute on a day-to-day basis.

A long-term substitute secretary position requires secretarial testing qualifications: type 45 words per minute with good accuracy; operate a computer and office machines utilized in the department or school; show evidence of good written and oral communication skills. Long-term substitutes do not have the clerical restrictions of day-to-day substitutes.

Substitute Paraprofessional \$15/hr

Paraprofessionals assist classroom teachers by providing educational services to our students. A high school diploma or GED, previous satisfactory employment experience and the ability to handle the physical aspects of the job (some lifting and bending) required.

Please apply online at www.kalamazoopublicschools.com or at the Administration Building
1220 Howard St. Kalamazoo, MI 49008