



1480 S. Sheridan Rd., PO Box 9  
Stanton, MI 48888  
989.831.2000

## NOTICE OF VACANCY

**Posted:** June 12, 2025

**Position:** Part-time, school-year Paraprofessional

**Building:** Central Montcalm Upper Elementary

**Reports to:** Principal / Superintendent

**Hours:** 5 days/ week, 5 hours/day

### Preferred Qualifications:

1. Valid driver's license.
2. High school graduate or equivalent.
3. 18 years of age or more.
4. Knowledge of office procedures, filing, and computer experience.
5. Demonstrates a sincere desire to aid all students.
6. Be courteous, efficient, and willing to accept responsibility as well as suggestions.
7. Good health, high moral character, and good attendance record.

### Essential functions:

1. Work with individual students, or small groups of students, to reinforce learning of material or skills.
2. Assist the teacher in providing consistent, just consequences for inappropriate behavior that is prescribed to individual needs or differences.
3. Assist students with personal care needs: feeding, toileting, etc.
4. Assist with the supervision of students during emergency drills, assemblies, field trips, lunch breaks, and play periods (indoor and outdoor).
5. Perform such other tasks as may be assigned by the Principal or Superintendent.
6. Maintain a high level of confidentiality and ethical behavior.
7. Ability to lift up to 50 pounds and walk short distances.
8. Regular, in-school attendance is an essential job function.
9. Full awareness of classroom environment and student safety at all times.
10. Regular attendance is essential to student growth.

### Interested applicants should apply to:

Abigail LaVictor, Principal  
[alavictor@central-montcalm.org](mailto:alavictor@central-montcalm.org)

Apply online with AppliTrack at <https://applitrack.com/maisd/onlineapp/>

**Deadline:** Until filled