

Lakeview Community Schools

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Lakeview, Michigan 48850

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Kelly Nielsen, Superintendent
Laura Taylor, Business Clerk
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JOB POSTING

Administrator/Supervisor's Approval to post	<u>AW</u>	Date	<u>8-6-25</u>
Authorization by:	<u>KN</u> , Superintendent	Date:	<u>8/6/25</u>
Posted by:	<u>OK</u>	Date:	<u>8-6-25</u>
Removed on:		By:	

August 6, 2025

JOB POSTING: Paraprofessional – Virtual Learning & Testing Center
6.5 Hours per day

General Description: Paraprofessional to support high school students in a virtual learning and testing center setting. Responsibilities include monitoring progress in online courses, facilitating communication, and coordinating assessments for students with accommodations and other duties as assigned by Principal. Strong organization and communication skills are essential in this supportive, student-centered role.

Reports to: High School Building Principal

Employment Status: Full time

Starting date: August 21, 2025

Qualifications:

- Strong organizational skills and effective time management
- Clear and professional communication with students, staff, and families
- Proficiency in using technology tools such as Google Suite, testing software, and virtual learning platforms
- Ability to collaborate with colleagues and contribute positively to a team-oriented environment
- Demonstrated problem-solving skills and flexibility in responding to classroom or school needs
- Commitment to fostering respectful, supportive, and positive relationships within the learning community
- Completion of at least 60 college credit hours or a passing score on the ETS Paraprofessional Assessment
- Upholds confidentiality and consistently demonstrates high standards of professional and ethical conduct

Preferred: CPR, First Aid, and CPI Certifications

Required: Prior to Starting/Hiring:
Clear Criminal Background Check through a fingerprint check (Paid for by Applicant)

Reports to: Lakeview High School Principal

Salary and Benefits: Per Support Staff Handbook

Deadline for Application: August 13, 2025

Internal Candidates may apply in writing to Mrs. Ashley Whalen, Principal (whalena@lakeviewschools.net)

NOTICE OF NONDISCRIMINATION

The Lakeview Community School District in accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent, Kelly Nielsen, Lakeview Community Schools, 602 Washington Street, Lakeview, Michigan 48850 (989) 352-7221