



SOUTH HAVEN PUBLIC SCHOOLS PARAPROFESSIONAL JOB POSTING

POSTING DATE: 8/7/2025

Classification/Position: Program/Physical/Instructional

Number of Hours: 6.75 Hours Monday-Friday

Place of Assignment: LINCOLN ELEMENTARY

Position/Job Title:	Paraprofessional (1)
Classifications:	ILC, Program/Physical Assist, Playground/Bus
Qualifications:	High school graduate Associates Degree or a passing score on the approved state test(s)
Reports to:	Principal(s), Assistant Principal(s), assigned Teacher(s), or assigned designee
Physical Requirements:	Ability to lift / carry up to 20 lbs. (Supplies / Equipment) Ability to sit / stand for extended periods of time Continuously required to talk and hear Occasional bending / squatting / reaching / kneeling / twisting Continuous computer and phone work may be required
Position/Job Goal:	To assist the teacher to achieve teaching objectives by working with student(s) to help them achieve the skill levels of the class as a whole.

PERFORMANCE RESPONSIBILITIES:

1. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
2. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
4. Ability to accept direction and follow through with assignment
5. Ability to perform duties on a consistent basis with a minimal amount of direction or redirection
6. Able to relate well with students, staff and parents
7. Able to work directly with assigned teacher
8. Prompt and consistent attendance
9. Operates and cares for equipment used in the classroom for instructional purposes.
10. Helps students master equipment or instructional materials assigned by the teacher.
11. Distributes and collects technology devices, books, papers and other material for instruction.
12. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
13. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
14. Assists with bulletin boards and keeps other classroom learning displays up to date.

15. Assists with such large group activities as drill work, reading aloud, and story-telling.
16. Reads to students, listens to students read, and participates in other forms of oral communication with students.
17. Assists students in the library, media center or ILC as appropriate.
18. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
19. Assists in maintaining individual records for each child.
20. Collects and records collection of money where appropriate.
21. Helps students with their clothing in the lower elementary grades where appropriate.
22. Assists with lunch, snack, playground, and cleanup routines as assigned and where appropriate.
23. Assists with wash-up and toilet routines as assigned.
24. Alerts the regular teacher to any problem or special information about an individual student.
25. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
26. Participates in in-service training programs, as assigned.
27. Participates in daily and long-range lesson and classroom activity planning.
28. Assists in keeping the classroom and building neat and clean.
29. Performs other tasks as may be assigned by the supervisor.

Terms of Employment:	Employment and rate of pay based on the Master Agreement between the SHPS Board of Education and the Service Union Employee Group.
Benefits:	Employment and rate of pay based on the Master Agreement between the SHPS Board of Education and the Service Union Employee Group.
Evaluation:	Will be evaluated based on the Master Agreement between the SHPS Board of Education and the Service Union Employee Group.

***Submit Application to:** **Katie Jobson, Lincoln Elementary Principal – kjobson@shps.org**
 Kelly Schriener, HR Specialist - kschriner@shps.org
 South Haven Public Schools
 554 Green Street
 South Haven, MI 49090

*A job application can be found at <https://www.shps.org/> or <https://www.applitrack.com/shps/onlineapp/>

Condition of Employment: Fingerprinting is REQUIRED for all new school employees. South Haven Public Schools shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes").

8/7/25