



Bangor Public Schools

"Providing Educational Excellence as a Pathway to Success"

Bangor Public Schools Posting October 10, 2025

Posting: Para-Professionals

Reports to: Principal

Location of work: South Walnut Elementary

Starting Date: ASAP

Rate of Pay: Competitive wages based on experience

Hours to work: Per District Student Calendar; 7:45am- 3:15pm

Classification: Para-Professional

All applications should be submitted to: <https://www.applitrack.com/vbc/onlineapp/default.aspx>

Job Goal (s): The job of Paraprofessional was established for the purpose/s of working with individual and/or small groups of students under the supervision of a certificated teacher in the supervision and instruction of students; and providing support to the teacher/s and staff. Employees in this classification may be assigned a variety of assignments including classroom support, clerical support, library, lunchroom, health room, playground, etc.

Minimum Qualifications:

- High School Diploma or GED.
- Must pass criminal background check as required by School Safety Legislation.

As partners in the instructional process with MDE, the Bangor Public Schools District requires **all BPS paraprofessionals** to meet one of the following requirements:

1. Completion of two years of study or more at an institution or higher education (equal to 60 semester hour) (college transcripts must be provided);
2. Obtain an associate's degree or higher (college transcripts must be provided);
3. Meet a rigorous standard of quality and demonstrate, through a formal state or local academic assessments:
 - o ETS ParaPro Assessment with a passing score of 460. **After June 1, 2017, MDE recommends the use of the ETS ParaPro Assessment**
 - o Michigan Test for Teacher Certification-Basic Skills (MTTC)
 - o *WorkKeys*® through June 1, 2017. Anyone that has passed the Reading for Information, Applied Mathematics, and Writing portions of the *WorkKeys*® Certificate indicating that

The Board of Education of Bangor Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities including employment opportunities

801 West Arlington Street, Bangor, Michigan 49013
Phone: (269) 427-6800 | Fax: (269) 427-8274



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you have taken the **Reading** (level 4 minimum), **Applied Math** (Level 4 minimum) and **Writing** (Level 3 minimum).

Work Experience: At least one year of relevant experience in an educational or childcare setting

Knowledge & Skills:

- Follow verbal and written instructions.
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
- Represent the District with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Maintain basic records required of the position.
- Ensure that all activities conform to district guidelines.
- Communicate effectively with all members of the school district and community.
- React to change productively and handle other tasks as assigned.
- Support the philosophy and vision of Bangor Public Schools.

Duties & Responsibilities:

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching expectations.
- Assists students, individually or in small groups, with lesson assignments for the purpose of practicing and/or reinforcing learning expectations and assisting students in reaching academic goals and grade-level standards.
- Attends meetings, in-service presentations and/or parent and family engagement activities for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with teachers and/or parents as may be required for the purpose of assisting in evaluating progress and/or implementing IEP/EDP objectives.
- Maintains classroom equipment, work area, and records (manual and/or electronic) for the purpose of ensuring availability of items; provides a safe learning environment; and/or meets mandated requirements.
- Monitors individual and/or groups of students in a variety of settings (e.g., classroom, playground, field trips, library, lunchroom, bus loading/unloading) for the purpose of providing a safe and positive learning environment.
- Reports observations and incidents relating to specific students (e.g., accidents, fights, inappropriate social behavior, violations of rules, safety conditions) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- **Other duties as assigned by administrator.**

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ESSENTIAL PHYSICAL AND ENVIRONMENTAL JOB FUNCTIONS: Able to handle the Physical Demands and Environmental Factors related to the position:

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Requires prolonged sitting or standing.
- Requires stooping, kneeling, crawling, bending, turning, and reaching.
- Sit, stand and walk for required periods of time.
- Speak and hear.
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Reach with hands and arms and use hands and fingers to handle objects and operate computers, and/or controls.
- In-person and on-time attendance is mandatory

ENVIRONMENTAL DEMANDS: The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

- Possible exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Exposure to heated/air conditioned and ventilated facilities.
- Exposure to varying decibels of sound.

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