

PLEASE POST

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**PINCONNING AREA SCHOOLS  
NOTICE OF VACANCY USWA  
OFFICIAL POSTING  
February 8, 2024**

Please submit a letter of application with detail substantiating job skills or cover letter and resume by 3:00 pm, Monday, February 12, 2024 to: [employment@pasd.org](mailto:employment@pasd.org); Andy Kowalczyk, Superintendent of Pinconning Area Schools, 605 West Fifth Street, Pinconning MI 48650

Classification	Type of Work	Time Required	Qualifications
<p><b>Title One Paraprofessional</b> Central Elementary</p> <p>Union Transfer: Wages Per Master Contract</p> <p>New Hire: \$12.70 per hour</p> <p>This position is eligible for <b>CATEGORY 4</b> benefits.</p> <p>Term Position</p> <p>This is not a new position.</p>	<p>Paraprofessionals assist in keeping Title 1 records under the direction of the Director of Instructional Services. They work in classrooms under program guidelines with children who need assistance in learning the given curriculum (state standards and benchmarks) generally on an individual or small group basis. Some clerical work will be included. Paraprofessionals assist with parent meetings along with participating in professional growth in and out of the district.</p>	<p>5.5 hours per day</p> <p>Monday – Friday 8:15 a.m. – 2:15 p.m.</p> <p>There is a ½ hour duty free lunch.</p> <p>Hours will be determined by the Building Principal and/or Superintendent of Schools.</p> <p>Work schedule on days of student instruction only or as directed by the Building Principal and/or Superintendent.</p>	<p>Paraprofessionals must meet the requirements under the Every Student Succeeds Act (ESSA); ETS Assessment or WORKKEYS. Must be able to operate general office equipment such as computers, copiers, laminators, fax machines, etc. Must have an understanding of children and be able to show maturity in dealing with children. Good communication skills are required with good use of oral language. A positive rapport with students, teachers, administrators and parents is necessary. Qualifications include the ability to take direction, to be dependable and responsible. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.</p>

*This is an internal posting only for USWA members and will also be posted concurrently for external applicants (if needed).*