



**NOTICE OF VACANCY**

**Internal/External Posting**

**Instructional Paraprofessional**

<p><b>Summary</b></p>	<p>Are you passionate about making a difference in the lives of the students while immersing yourself in a close-knit community, nestled in the Elk Capital of Michigan. Look no further! Atlanta Community Schools is seeking dedicated educators and staff to join our family in beautiful Northern Michigan.</p>
<p><b>Why Join the ACS Team</b></p>	<p>As an Instructional Paraprofessional in a K-5 elementary building, you will play a crucial role in supporting the educational environment and fostering the academic and social development of students. Working closely with teachers and other school staff, you will assist in implementing instructional plans, providing targeted support to individual students or small groups, and creating a positive and inclusive learning atmosphere for the students here at ACS.</p>
<p><b>Qualification Requirements</b></p>	<ul style="list-style-type: none"> <li>● High school diploma or equivalent (some positions may require additional coursework or certification).</li> <li>● Pass the Paraprofessional Test or possess 60 college credits</li> <li>● Experience working with elementary-age students.</li> <li>● Strong communication and interpersonal skills.</li> <li>● Ability to work collaboratively with teachers and other school staff.</li> <li>● Patience, flexibility, and a genuine interest in the well-being and success of students.</li> </ul>
<p><b>Essential Duties and Responsibilities</b></p>	<p>Classroom Support:</p> <ul style="list-style-type: none"> <li>● Collaborate with classroom teachers to reinforce and support instructional activities.</li> <li>● Assist in the implementation of lesson plans, ensuring that students understand and engage with the material.</li> <li>● Facilitate small group activities to provide targeted assistance to students with varying learning needs.</li> </ul> <p>Student Assistance:</p> <ul style="list-style-type: none"> <li>● Provide one-on-one or small group assistance to students who require additional support in specific subjects.</li> <li>● Assist students with classwork, homework, and projects, reinforcing concepts taught by the teacher.</li> <li>● Monitor and encourage student participation and engagement in classroom activities.</li> </ul> <p>Behavioral Support:</p> <ul style="list-style-type: none"> <li>● Support positive behavior management strategies within the classroom.</li> <li>● Assist in implementing individualized behavior plans as needed.</li> <li>● Foster a positive and respectful learning environment for all students.</li> </ul> <p>Assessment and Progress Monitoring:</p> <ul style="list-style-type: none"> <li>● Assist in administering assessments and monitoring student progress</li> </ul>

<p><b>Essential Duties and Responsibilities Continued</b></p>	<ul style="list-style-type: none"> <li>● Collaborate with teachers to collect and maintain data on student performance.</li> <li>● Provide feedback to teachers regarding student achievements and challenges.</li> </ul> <p>Communication and Collaboration:</p> <ul style="list-style-type: none"> <li>● Maintain open communication with teachers, staff, and parents regarding student progress and any concerns.</li> <li>● Collaborate with the broader school community to support a cohesive and effective learning environment.</li> </ul> <p>Resource Management:</p> <ul style="list-style-type: none"> <li>● Organize and manage instructional materials and resources.</li> <li>● Assist in the preparation of classroom materials and activities.</li> </ul> <p>Professional Development:</p> <ul style="list-style-type: none"> <li>● Participate in professional development opportunities to enhance skills and stay informed about best practices in education.</li> <li>● Note: The specific duties and qualifications may vary based on the school district policies.</li> </ul>
<p><b>Availability</b></p>	<ul style="list-style-type: none"> <li>● Immediately</li> </ul>
<p><b>Application Deadline</b></p>	<ul style="list-style-type: none"> <li>● Until Filled</li> </ul>
<p><b>Method of Application</b></p>	<p>Please send resume, letter of interest and all qualifications to Jodi Reeves at <a href="mailto:jreeves@atlantaschools.us">jreeves@atlantaschools.us</a>. Or Jodi Reeves 10500 Co Rd 489, Atlanta MI 49709 Hours and wage information can be found at <a href="http://atlantaschools.us">atlantaschools.us</a> under Support Staff handbook</p>
<p><b>Notice of Nondiscrimination</b></p>	<p>Atlanta Community Schools does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Susan Grulke, Atlanta Community Schools, 10500 County road 489, Atlanta, MI 49709</p>