



POSITION OPENING

POSITION: High School Instructional Assistant/Paraprofessional

REPORTS TO: Middle School Principal

Position Overview: To provide the strategies and support to facilitate the Integration of At-Risk Supports which focuses on effective instructional and behavioral practices related to the specific needs of each child, based on a Multi-Tier System of Supports (MTTS) framework.

OVERVIEW OF SCHOOL: Cassopolis Public Schools is a New Tech Network District striving to incorporate project based learning in which students master academic content through application in solving real world problems. Students use technology to complete group projects and individual assignments as they would in a professional work environment. Courses are taught by paired teachers who integrate subject content to create rigorous projects that are both standards-based and relevant to students' lives. A goal of structuring a school in this way is to explicitly teach students the skills necessary to succeed in the 21st century such as collaboration and teamwork, work ethic, media literacy, written and oral communication, critical thinking, and time management.

REQUIRED QUALIFICATIONS:

- Complete at least 2 years of study at an institution of higher education (equal to 60 semester hours); or, Obtain an Associate's Degree (or higher); or,
- Meet a rigorous standard of quality and demonstrate, through passage of an approved formal state academic assessment in the following areas:
 - Knowledge of, and the ability to assist in, instructing reading, writing and mathematics; or,
 - Knowledge of, and the ability to assist in instructing and reading readiness, writing readiness, and mathematics readiness, as appropriate.
- Leadership and organizational qualities which include the ability to facilitate teams, communicate collaboratively, train and lead others, and coordinate data.
- Working knowledge and understanding of the Response to Intervention (RTI) process, at-risk supports, and literacy development
- Able to serve students of different skill levels.
- Able to create positive working relationships with and between students.
- Professionalism and discretion.
- Proficient technology skills and capable of supporting student learning using technology.
- Critical thinker and strong problem solver who can model thinking and problem-solving skills to students.
- Fosters positive, validating relationships within the school community.
- High energy – committed to working in collaboration with others.

PERFORMANCE RESPONSIBILITIES:

- Provide research-based, direct, instruction in small intervention groups for the majority of the

work day.

- Monitors student's daily schedule for the purpose of maintaining a safe and positive learning environment.
- Provide 1 on 1 tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher.
- Work collaboratively with the classroom teachers and administration on the appropriate use of data in making educational decisions. Communicates with teachers and other district personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Facilitate the coordination of school-wide and individual student progress monitoring data.
- Maintain accurate student data.
- Conduct parental involvement activities.
- Act as a translator.
- Provide instructional assistance in project based learning environment.
- Provide support in a library or media center.
- Seek assistance from or through the building principal and other building and district support personnel to improve the instructional program or to solve specific problems.
- Attend all meetings as required such as: staff, faculty, parent nights, etc.
- Maintain commitment to ongoing professional development.
- Maintain confidentiality.
- Assist with other building needs as directed by the Principal.

TERMS OF EMPLOYMENT: 35-40 hours/week, school year

employee SALARY: Per CSEA master agreement

Application procedure: Send letter of interest, resume, and credentials to:
Mrs. Carey May, Principal, cmay@cassopolis.org

(Posted 8/20/20 – until filled)

It is the policy of Cassopolis Public Schools that no person shall on the basis of race, color, religion, national origin, or ancestry, age, sex or disability be excluded from participating in employment or any of its programs or activities.