



Mio-AuSable Schools

OPPORTUNITY PROFILE
MS/HS Paraprofessional





Are you passionate about making a difference in the lives of students while immersing yourself in a close-knit community nestled along the banks of the breathtaking AuSable River? Look no further! Mio-AuSable Schools is seeking dedicated educators and staff to join our family in beautiful northern Michigan.

Here at Mio-AuSable, we pride ourselves on our tight-knit community where everyone knows your name. Our picturesque location alongside the AuSable River offers endless opportunities for outdoor adventures, from kayaking and fishing to hiking and camping, making it an ideal place to live and work for outdoor enthusiasts.

Joining our team means becoming part of a district committed to excellence and growth. Our strategic plan focuses on fostering a supportive and inclusive environment where every student can thrive academically, socially, and emotionally. We prioritize personalized learning experiences, innovative teaching methods, and continuous professional learning to ensure our educators have the tools they need to succeed.

If you are ready to embark on a rewarding journey in education surrounded by natural beauty and a supportive community, Mio-AuSable Schools is the place for you. Come be a part of something special and make a lasting impact on the lives of our students.

Apply now and discover the magic of Mio-AuSable Schools!



Gary Wood
Interim Superintendent
Interim Business Manager
Sarah Belanger
Assistant Business Manager
April Margaritis
Secondary Principal
Curriculum Director
Chris Grob
Elementary Principal

Mio AuSable Schools

1110 West Eighth Street
Mio, MI 48647
(989) 826 2400
[www.mio.k12.net](http://www.mio.k12.mi.us)

Todd Wyckoff, President
Allison Long, V. President
Richard Hoffman, Treasurer
Kathi Mitchell, Secretary
Penny Ireland, Trustee
Darryl Harless, Trustee
Linda Whaley, Trustee

INTERNAL/EXTERNAL POSTING

PARAPROFESSIONAL 1 JOB POSTING

TITLE: Paraprofessional (Paraprofessional 1 Classification)
HOURS: Hours, salary, and condition as per ESP collective bargaining agreement

Position available for the 2024-2025 school year.

Description: See attached job description.

Status: ESP Union Position

For detailed job requirements, please contact Ms. April Margaritis.

Letters of intent should be sent to:

April Margaritis, MS/HS Principal
Mio AuSable School District
1110 West 8th St.
Mio, MI 48647

Email: margaritisa@mio.k12.mi.us

DEADLINE: Until filled.

Posted: September 6, 2024



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POSITION: Paraprofessional 1
LOCATION: Mio AuSable School District
REPORTS TO: Building Principal

GENERAL DESCRIPTION:

- We are seeking a dedicated and compassionate paraprofessional to provide academic and behavior coaching to our students. This position requires an individual with the ability to establish positive rapport with students and their families. The individual working as a paraprofessional must be able to take direction and work closely with other staff members such as teachers and administrators. Communication is a requirement while being adept in oral communication as well as written communication are required skills. Additionally, this position may require frequent meetings with school administrators, teachers, and other staff to communicate information, data, and alternative problem solutions. This position requires that the individual be self-motivated and a self-starter. Other duties as assigned.

QUALIFICATIONS:

- Earned high school diploma; post-secondary education desirable. Passed or ability to pass the ETS Parapro Assessment.
- Criminal records check, including Livescan fingerprinting, to reveal no felony convictions; also, misconduct check. Be capable of performing and successfully completing the tasks & responsibilities of this position. Demonstrates personal reliability, dependability, and initiative. Possesses the ability to get along with others, to follow directions, and to work independently. Shows pride in doing a job well and recognizes the job as important and essential to the smooth running of the total educational program. Demonstrates good personal habits: mature and responsible judgment, honesty, patience, friendliness, industriousness, good appearance. Demonstrates ability to read, write and use computational skills at proficiency level appropriate to do tasks of position. Positive human relations skills essential in working with students, staff, and the public. Demonstrates successful working relationship with children, including those with special needs. Demonstrates judicious decision-making skills.
- Demonstrates desire to assist all students, teachers, other school personnel. Ability to adapt to changing situations and conditions. Ability to work utilizing self-initiative, decision-making as appropriate. Ability to render assistance and provide information as appropriate to administrators, teachers, other support staff, students, parents. Emotional stability to withstand the daily challenges of group interaction, situational pressures. Excellent attendance record. Accepts problems caused by others as challenges to be resolved, rather than a source of criticism. Accepts constructive criticism.
- Such alternatives to the above qualifications as the administration may deem appropriate, reasonable and necessary for specific assignments.
- Previous experience in a similar role preferred.



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ESSENTIAL PERFORMANCE DUTIES AND RESPONSIBILITIES:

- Assist the classroom teacher with implementation of classroom activities and lesson plans including the implementation of behavioral intervention plans.
- Attend weekly staff and team meetings and other meetings as appropriate and requested.
- Assist in planning and implementation of educational activities. The paraprofessional, as directed by the teacher, will be responsible for the supervision of the student(s) and will direct, assist, and instruct students as appropriate.
- Maintain student behavior through appropriate and approved behavioral interventions and approved techniques.
- Assist students in meeting educational goals while providing appropriate academic interventions as directed by classroom teacher.
- Assist in the preparation of instructional materials for teaching and for display in the classroom.
- Independently lead small group activities.
- May assist instructional staff in the supervision of students during lunch and recess times.
- May be asked to regularly lift 50 lb. individually and or push over 100 lb. students.
- Understand and be aware of medical needs of students, following medical protocol under the supervision of a nurse as appropriate.
- Maintain confidentiality including not interfering with teacher-parent communication.
- Supervises students when the teacher is not present.
- Collaborate with teachers and staff to create and maintain a positive school climate.
- Adhere to all board policies.
- Other duties as assigned.

OTHER SKILLS and ABILITIES:

- Ability to maintain composure under stressful conditions.
- Develop effective working relationships with students, staff, and the school community.
- Be able to meet multiple demands from several people.
- Ability to be a team player and be willing to work well with others.
- Be able to pass ETS Parapro Assessment test if less than 60 credit hours have been earned at an accredited college or university.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret professional periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondences, and procedure manuals. Ability to effectively present information and respond to questions from staff, students, parents, and other personnel as appropriate.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.



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REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

While performing the duties of this position, it is required to regularly climb or balance, stoop, kneel, crouch or crawl, and talk/hear. Exposure to continuously standing, walking, and occasionally running may occur. The individual may frequently bend or twist at the neck and trunk, squat, reach above the ear or reach forward and repeat the same gross and hand fine motion more than the average person. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by performance of this position include close and distance vision.

WORK ENVIRONMENT:

While performing the duties required by this position, the employee may work indoors or outdoors and occasionally in temperatures above or below 95 to 10 degrees Fahrenheit. The noise level in the work environment is usually loud. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety, well-being, and work output of students. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and stoop, kneel.

DEADLINE FOR SUBMISSION OF MATERIALS:

Until the position is filled.

PLEASE SEND COVER LETTER, RESUME, CREDENTIALS, AND THREE REFERENCES TO:

Ms. April Margaritis, MS/HS Principal
Mio AuSable School District
1110 W. 8th St.
Mio, MI 48647

Or send in a PDF attachment via email to: margaritisa@mio.k12.mi.us

The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mio AuSable School District will comply with Titles VI and IX of the Civil Rights Act with Section 504 of the Rehabilitation Act of 1973 as amended.

No person on the grounds of race, color, sex, national origin, or handicap will be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity.

The district will comply with the Michigan Handicapper's Civil Rights act of 1977 regarding employment and utilization of educational facilities without discrimination because of religion, race, national origin, age, sex, height, weight, marital status or handicap.