

## POSITION OPEN

### At-Risk (31A) Part-Time Paraprofessional Quincy Community Schools

Department: At-Risk (31A) Program

Reports to: At-Risk (31A) Director and Building Principal or Counselor

The At-Risk (31A) paraprofessionals will assist the teaching staff in carrying out duties to provide additional academic services to At-Risk (31A) identified struggling students. The paraprofessional will work 18 hours per week when students are in session. This position is grant funded until June, 2019.

#### Essential Duties and Responsibilities

- Work with small groups of students to reinforce learning in academic areas (math, English (reading and writing), or science)
- Progress monitor students in intervention groups
- Meet with counselors, teachers, coaches, interventionists to discuss student needs
- Keep daily activity logs that include the subject, objective, time, and student
- Keep the principal and counselor apprised of the progress of At-Risk (31A) students

#### Education and experience

Para professionals will have an Associate's (or higher) Degree, or pass the Work Keys assessment in accordance with No Child Left Behind.

Paraprofessionals will have the capacity to work with students in grades 5<sup>th</sup> through 12<sup>th</sup> grade in math, English (reading and writing), or science.

Please submit application to:

Quincy Community Schools

Attn: Heather Fillmore

One Educational Parkway

Quincy, MI 49082

[fillmoreh@quincyschools.org](mailto:fillmoreh@quincyschools.org)

Or online at <https://www.applitrack.com/quincyschools/onlineapp/>

Application Deadline: Until Filled

*It is the policy of the Quincy Community School District that no person shall, on the basis of sex, race, color, creed, age, marital status, national origin, weight, height, or handicap, be excluded from participation in, be denied the benefits of or be subject to discrimination in employment of any of its programs or activities.*