

**VASSAR PUBLIC SCHOOLS  
220 ATHLETIC STREET  
VASSAR, MICHIGAN 48768**

**POSTING**

**DATE: July 27, 2021**

**VACANCY:**

1 – Paraprofessional – Central Elementary

**QUALIFICATIONS:**

High School Diploma

Has autism training and works well with students with autism

Applied Behavior Analysis training preferred

**RESPONSIBILITIES and DUTIES:**

- Effectively observes assigned work hours, maintains a pattern of prompt and regular attendance.
- Follows the daily schedule as prescribed, adjusts to work assignments and/or schedule changes.
- Works with individual student to reinforce learning of materials or skills initially introduced and outlined by the teacher.
- Assists student with organizational skills through a check-in and check-out system, supervises student in the classrooms, hallways, cafeteria, playground, and/or gymnasium.
- Communicates clearly and positively with student and all stakeholders.
- Performs other duties as assigned by the supervising teacher, Principal or his/her designee.
- Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
- Maintains a cooperative working relationship with Principal, supervising teacher, students, parents, staff and public.
- Participates in staff development opportunities provided by the district.
- Demonstrates a positive attitude toward work assignment, accepts responsibility for the work assigned and accepts constructive criticism.

**DEADLINE TO APPLY:**

Until filled

**DATE TO BEGIN:**

August 30, 2021

**CONTACT PERSON:**

**Send letter of interest to:**

Lori Hubbard

Human Resources

lhubbard@vassar.k12.mi.us

Vassar Public School

220 Athletic

Vassar, MI 48768