

**HILLMAN COMMUNITY SCHOOL
JOB POSTING / PART-TIME**

**ELEMENTARY INSTRUCTIONAL ASSISTANT
PARAPROFESSIONAL – SPECIAL NEEDS
2018-2019 School Year**

Hillman Community Schools is a small public school with small classes in a professional atmosphere, where integrity is valued and creating a family atmosphere is important. Our school is dedicated to encouraging each individual to achieve his or her personal best within this modest, caring family environment. We are currently recruiting for part-time, Elementary Instructional Assistant Paraprofessional with experience in Special Needs preferred.

Duties and Responsibilities:

- Be enthusiastic, passionate about teaching and caring toward our students.
- Prepare to plan, develop, and teach programs that serve the needs of each individual student.
- Able to continue open communications with parents and colleagues in constructing and maintaining a supportive and motivating team environment.
- Keep accurate and updated records and prepare reports.
- Knowledge of and the ability to assist in, instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.
- Up to 5.5 hours daily / Monday-Friday

Duties may also include:

Playground Duty
Early Release Club

Education and Qualifications:

- High School Diploma, GED; Associates Degree Preferred (Please specify any other Michigan endorsements).
- Applicants must be highly qualified under federal Title 1 guidelines.
- Applications must include full resume with at least three references.
- Elementary School experience preferred.
- Special Needs experience preferred.

Reports to: Elementary School Principal

Posted on: Thursday, June 14, 2018

Apply by: Until position is filled

Apply to: **Dr. Pamela Rader, Principal**
raderpa@hillmanschools.com (Emails accepted)
Hillman Community Schools
245 E. Third Street
Hillman, MI 49746
989-742-4537