



**JOB TITLE:** Paraprofessional

**LOCATION:** Crystal Lake Elementary – 5.5 Hours

**REPORTS TO:** Building Principal

**JOB FUNCTION:** Assist teaching staff and students in all classroom functions

**DISTRICT DESCRIPTION:** Benzie Central Schools serves over 1,400 students K-12 and encompasses over 350 square miles in the beautiful terrain of Northwest Michigan. The Early Childhood program is housed in Lake Ann Elementary and Crystal Lake Elementary consisting of programs serving 3 and 4 year olds in partnership with GSRP and Head Start. There are six villages in the district which is also convenient to the cities of Traverse City, Manistee, and Frankfort. Benzie Central has 3 elementary schools serving grades K-5, a middle / high school serving grades 6-12, and an alternative high school

#### **DUTIES AND RESPONSIBILITIES**

- Maintain focus on the developmental needs of our students and utilize best practices grounded in research regarding how these students learn best.
- Assist teacher in execution of lesson plans designed to promote best practices.
- Support non-academic needs to remove barriers that may interfere with academic success
- Participate in department, school, district, and parent meetings as needed
- Communicate necessary information regularly to students, colleagues, and parents
- Abide by and maintain compliance with all district, state, and federal requirements

#### **ADDITIONAL QUALIFICATIONS:**

- *The ability to prioritize student learning needs over obstacles and barriers that can stand in the way of necessary change*
- *The strong desire to achieve outstanding results*
- *The strong desire and ability to build meaningful, caring relationships with students*
- *The skill and willingness to leverage student support systems to ensure that the social, emotional, nutritional, and health needs of ALL students are addressed*
- *The capacity to respond to the individual academic and non-academic needs of students*
- *The ability to seek out knowledgeable peers, coaches, and administrators for support and ongoing learning*



- *Under the direction of the classroom teacher, execute plans and strategies specific to individual student needs*
- *Assist students in achieving success in regular or special education classes*
- *Provide instructional assistance and other duties as needed*
- *Participate in training; District or TBAISD provided*
- *Safely and caringly perform student support duties assigned*
- *Trained in, or willingness to be trained in CPI-intervention*
- *Assist student with disabilities to safely participate in all educational settings*

**PROFESSIONAL QUALIFICATIONS:**

- **High School Diploma Required**
- **Additional training and/or experience in education preferred**

Interested applicants should submit an application online and attach materials including a resume and cover letter at <http://www.tbaisd.org/services/human-resources/employment-opportunities/>.

**APPLICATION DEADLINE – Until Filled**