REDFORD UNION SCHOOLS
PARAPROFESSIONAL POSITION OPENING
December 6, 2019

POSITION: Academic Teaching Assistant – Beech Elementary

SUPERVISOR: School Administrator

EFFECTIVE: Immediately

GENERAL DESCRIPTION: Under the direction of a highly qualified, certified teacher, the Academic Teaching Assistant (ATA) position involves assisting teachers by providing individual and small group instruction to students identified by the teacher as academically at-risk.

QUALIFICATIONS:

- Must meet the Highly Qualified Requirements with one of the following:
  - ♦ 60 College Credits ♦ Associate's Degree ♦ Passing score on the ACT Workkeys Assessment
- Experience in working with children/adolescents
- Ability to work with and communicate positively to students, parents and staff
- Evidence of emotional maturity, stability and understanding of human behavior
- Ability to keep regular and punctual attendance
- Strong organizational skills
- Ability to work independently and self-monitor
- Excellent oral and written communication skills

ESSENTIAL DUTIES:

- Prepare schedules and materials for activities as required by lead teacher
- Provide individual and small group instruction and intervention using a variety of instructional strategies
- Assist teachers with data analysis and use and in monitoring student performance
- Keep daily/weekly records on student progress and assist in keeping objectives updated
- Provide feedback to students
- Responsible for the well-being and safety of students assigned to his/her care and take care of their needs as required
- Works with teachers to manage behavioral issues in the classroom
- Maintain and promptly submit accurate, complete and correct records and reports as required by law, grant regulations, district policy and by administrative directives
- Attend professional development provided by the school district during the school year and in June and August
- Participate in afterschool and/or evening parent and family engagement activities

DESIRED ATTRIBUTES:

- Experience with using the MTSS framework
- Experience using the intervention programs *LLI* and/or *Do the Math*
- A background working in education
- Experience working with diverse groups
- Computer and Technology proficiency
- Will demonstrate an exemplary attendance pattern
- Knowledgeable in areas such as Balanced Literacy, keeping running records, and assessing with DRA

COMPENSATION: $15.00/Hour, 28 hours per week (school year position)
(Less any scheduled breaks or Act-of God days)

APPLICATION DEADLINE: Open Until Filled

APPLICATION PROCEDURE: Send Letter of Interest/Resume to:
Debbie Dahlman, Human Resources Coordinator
dahlmad@redfordu.k12.mi.us

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