

# ONTONAGON AREA SCHOOL DISTRICT

701 Parker Avenue  
Ontonagon, MI 49953  
PHONE (906) 813-0614 FAX (906) 813-0615

May 15, 2025

## **PARAPROFESSIONAL Opening**

### **2025-2026 School Year**

Rate of Pay: Appendix A, Support Staff contract  
Hours to be worked: 11:30 am till 2:45 pm  
Benefits: As per Support Staff Master Agreement  
Immediate Supervisor: Principal

The Ontonagon Area School District has an opening for a paraprofessional position that will focus on Kindergarten. The position will support students in the kindergarten and during recess. This position can be done in conjunction with other part time positions.

#### **Qualifications**

**Required:** High School or GED diploma and pass Paraprofessional test OR an associates degree  
Knowledge of student developmental strategies  
Proficient in the use of technology  
Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities  
Ability to interact with students, parents, staff, and community members, personally and through electronic communications, in a warm and confident manner.  
Individual initiative and ability to work with minimal direction, using sound judgment is essential.  
Ability to maintain confidentiality in all matters.  
Demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of members of the school and community

#### **Qualifications**

**Desired:** Training in educational teaching strategies  
Training in NVCI  
Behavior management training

**Position Purpose:** Provides support to certified professional staff with students in all educational environments to meet instructional and behavior goals and objectives.

**Essential Functions and Dispositions:**

1. Creates a favorable professional impact on students, parents, community, and other employees.
2. Maintains confidentiality in verbal, written, and electronic communication.
3. Refers confidential information to the appropriate person.
4. Follows safe practices and adheres to safety standards.
5. Strong ability to lead by communicating effectively and developing sustainable relationships/partnerships with others.

**Essential Role & Responsibilities Paraprofessional:**

6. Assists students in all aspects of classroom instruction to maximize inclusion, learning and achievement.
7. Follows and helps implement IEP's, 504 Plans, Behavior or learning plans, etc
8. Assistant and guides all students to reinforce reading, language arts, mathematics, and other skills.
9. Works with students individually, in small groups, or whole group to reinforce and re-teach basic learning and implement assigned programs.
10. Assists with preparing educational material in classroom preparations and strategies for reinforcing instructional materials and skills according to individual student needs.
11. Assistants with classroom behavior management and student reteaching of skills to minimize disruptions, ensure a safe and orderly classroom, and ensure students are on task.
12. Assistants all students in non-instructional areas, such as supervising the lunch program, playground duty, hallways, and other related non-instructional areas.
13. Prepares educational materials as needed.
14. Assistants students with activities of daily living for the purpose of maximizing their ability to participate in school or learning activities (toileting, feeding, etc)
15. Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.
16. Assistant with fostering independence, socialization, self esteem for all students
17. Other duties as assigned

Please submit a letter of application, resume to:

Lisa Johnson  
Ontonagon Area School District  
701 Parker Avenue  
Ontonagon, MI 49953

**APPLICATION DEADLINE: Until Filled**

In compliance with Title IX of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Elliot-Larsen Civil Rights Act of 1977, it is the policy of the Ontonagon Area School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied benefits of, or subjected to, discrimination during any program, activity, service, employment, or process leading to employment. For information contact Lisa Johnson at 906-813-0614 or Ontonagon Area School, 701 Parker Avenue, Ontonagon, MI 49953