

ONTONAGON AREA SCHOOL DISTRICT

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

July 21, 2025

PARAPROFESSIONAL Opening

Rate of Pay: Appendix A, Support Staff contract
Hours to be worked: 8:00 am till 12:30 pm
Benefits: As per Support Staff Master Agreement
Immediate Supervisor: Principal

The Ontonagon Area School District has an opening for a paraprofessional position. This position will have recess duty and also support students with interventions.

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. Assists 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. Assists 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. Assists 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: August 1, 2025 or 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