



Strong Schools, Stronger Communities

#58

INTERNAL/EXTERNAL

Position: Interventionist Paraprofessional (Reading/Math)
Classification: Paraprofessional
Terms: 19 hr/wk
Hourly Rate: \$15.88 per hour
Posted: October 24, 2018
Closing Date: Post until filled

Muskegon Public Schools has an open position for an Interventionist Paraprofessional at Marquette Elementary.

Paraprofessionals must meet Highly Qualified requirements (any one of the following):

- Associates degree or higher **OR**
- Completed 60 semester hours **OR**
- Achieved minimum WorkKeys test scores of: (4) Reading (4) Math (3) Writing **OR**
- Achieved minimum ETS Paraprofessional Assessment score of 460

Responsibilities:

- See attached job description

Applicants:

Please apply through our online application system, AppliTrack.

Website: www.muskegonpublicschools.org

Click Quick Link -Careers and submit an application.

Please follow directions carefully and review your application for accuracy.

Be sure to include the following:

- A cover letter stating your interest.
- A current resume listing experience, qualifications plus other relevant information.
- A current transcript and/or a copy of testing scores.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

MUSKEGON PUBLIC SCHOOLS
Job Description

POSITION TITLE:	Interventionist Paraprofessional
CLASSIFICATION:	Paraprofessional Misc.
TERMS OF EMPLOYMENT:	34 weeks/year, 19 hours/week
DEPARTMENT:	Office of Instructional Services
REPORTS TO:	Building Principal/designee or Director of Curriculum & Instruction

GENERAL JOB FUNCTION: The primary function of the job is to provide reinforcement of the lesson by extending guided reading and word-making practice to identified students.

TITLE I ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Participate in training before the start of the program as well as on-going training.
2. Work closely with classroom teachers, Reading Specialist and/or Instructional Coach to work with students on activities planned by teacher, Reading Specialist or Instructional Coach
3. Provide intervention to identified groups of students, which may include: reading with or to students, giving guidance while listening to students read, word-learning and word-analysis activities, assisting students in writing, and other literacy activities based on teacher provided lesson plans.
4. Conduct small group activities, non-core subject instructional time and/or after school based on teacher provided lesson plans.
5. Communicate to classroom teacher and Reading Specialist regarding progress of students.
6. Effectively manage students within small group learning situations.
7. Complete all required state and federal documentation, activity logs, including time and effort reports, annual certifications and/or personnel activity reports.

DESIRED QUALIFICATIONS:

1. Good communication skills both written and verbal.
2. Good organizational skills and initiative, ability to work independently.
3. Ability to collaborate with staff, students and public.
4. Ability to implement with student, strategies learned in training sessions.

Job Description
Interventionist Paraprofessional

EDUCATIONAL & SKILL REQUIREMENTS:

1. Two (2) Years of college, including related college coursework OR 60 semester hours of college or successful completion of WORKKEYS.
2. Good language and communication skills: Language, reading, spelling and vocabulary must be at 10th grade level (ABLE test).

PREPARED BY:

Debbie Fox

April 17, 2017

APPROVED BY:

Betty Savage
Assistant Superintendent for Human Resources

April 17, 2017

Jennifer Hammond
Director of Curriculum & Instruction

April 17, 2017