



550 Maple St, Manistee, MI 49660
1) 723-3521 ▪ Fax (231) 398-2021
Ron Stoneman, Superintendent
Howard Vaas, Business Manager
maps.manistee.org

POSTING
2.23.23

5 day internal, external until filled

- POSITION:** One (1) Para-Professional for students grades KG-5th
Description: General Para-Professional duties, including supervision of students, academic interventions, classroom assistance, and support of individual student needs. One-to-One student support as required/assigned.
- HOURS:** Part time and/or full time during school year
- QUALIFICATIONS:**
- * Highly Qualified as defined by ESSA, or ability to pass ETS Highly Qualified Assessment
 - * Ability to earn CPI certification (2-day training)
- RECOMMENDED:** Willingness to learn about Positive Behavior Interventions & Supports, Ability to learn direct instruction, general supervision of students. Experience with coaching academic and behavioral targets for children.
- Recommended Skills: Organization and maintenance of records, use of communication via email and communication apps, ability to assist students with basic math and reading.
- PAY/BENEFITS:** Per contract
- PAY/BENEFITS:** Per contract. Pay starts at \$14.00-\$15.50 per hour. Paid time off and State Retirement Plan.
- EXPIRATION DATE:** Internal applicants: 5 days - External applicants: Until filled
- TO APPLY:**
- Internal Applicants**
Submit email or letter of interest
- External Applicants**
Submit email or letter of interest and application (attached)

Please forward requested information via email to:

Sara Schubert

Manistee Area Public Schools Central Office -- sschubert@manistee.org

District Policy: *Nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in all activities and employment.*



SUPPORT STAFF APPLICATION FORM

POSITION APPLYING FOR

DATE OF APPLICATION

NAME: _____

MAILING ADDRESS: Number / Street / Road

Apt. # or P.O. Box

City

State

ZIP CODE

Home Telephone #

Cell Phone #

Email Address

ARE YOU PRESENTLY EMPLOYED? _____ PRESENT/LAST SALARY _____

(hrly/wkly/yrly)

ARE YOU A U.S. CITIZEN? _____ YES _____ NO

CURRENT EMPLOYER: _____

ADDRESS/CURRENT EMPLOYER: _____

CONTACT PERSON: _____ PHONE #: _____

MAY YOUR PRESENT EMPLOYER BE CONTACTED? [] Yes [] No

WHEN WOULD YOU BE AVAILABLE FOR A PERSONAL INTERVIEW? _____

WORK EXPERIENCE:

| Name/Address of Employer | Supervisor's Name & Phone Number | OK to contact? (yes/no) | Nature of Work | Employment Dates From - To | Reason for Leaving |
|--------------------------|----------------------------------|-------------------------|----------------|----------------------------|--------------------|
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EDUCATION AND PROFESSIONAL TRAINING:

| List High Schools, Colleges/ Technology School &/or Universities Attended | Location | Years Attended or Graduated & Degrees Received | Area of Study |
|---|----------|--|---------------|
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ARE YOU PRESENTLY WORKING TOWARD A HIGHER DEGREE? ____ YES ____ NO
IF "YES," WHAT IS YOUR EXPECTED COMPLETION DATE AND DEGREE EXPECTED? _____

CHARACTER REFERENCES:

| NAME | POSITION TITLE | ADDRESS | PHONE NUMBER & EMAIL ADDRESS |
|------|----------------|---------|------------------------------|
| | | | |
| | | | |
| | | | |

EXPERIENCE WORKING WITH STUDENTS: List experiences you have had working with young people, i.e., scout work, summer camps, etc.

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ____ YES ____ NO
IF "YES," INDICATE THE TYPE OF CONVICTION, DATE, AND COURT WHERE THE CONVICTION OCCURRED:

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR (excluding a minor traffic offense)? ____ YES ____ NO (Note: Conviction record will not necessarily be a bar to employment.)

I hereby consent that any former or current employer, whether named in this application or not, may release all employment records of the applicant to the District. I also consent to a physical and drug test as part of the screening process. I understand I must undergo a Criminal History Record Check.

I hereby authorize the District to inquire and verify any information contained on this application for employment, and the District shall not be liable for any damages which may result from such inquiry or verification. I understand that making any misleading or untruthful statement on this application may result in my dismissal. If accepted for employment, I understand that this application will become a permanent part of my personnel records.

I further agree to comply with all rules, regulations, and policies of Manistee Area Public Schools and agree that my employment status is "at will" and, thus, I may be terminated for cause or no cause at any time, and I may terminate my employment at any time for any reason. Upon my termination, I authorize the release of reference information regarding my work history with Manistee Area Public Schools."

Signature (Full Name)

Date

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.