

**Columbia School District**  
11775 Hewitt Rd. Brooklyn, Michigan 49230  
Dr. Pamela Campbell, Superintendent  
(517) 592-6641



March 14, 2018

## **NOTICE OF OPENING**

### **Elementary School Paraprofessional Substitute**

#### **Qualifications**

High School Diploma or equivalent and  
Completion of 60 credit hours at an institution of higher education

or

An associate's degree or higher

or

Provide proof of passing WorkKeys Test with passing scores

Elementary School aides are charged with the task of effectively working with students individually or in small groups to provide extra help as needed.

#### **Various Duties**

- ✚ Interest in children and education
- ✚ Desire to assist students in a learning environment
- ✚ Emotional maturity and stability necessary
- ✚ To assist, support, and work closely with teachers, administrators, and other team members in providing educational benefit for students
- ✚ Is alert at all times to the students and their needs
- ✚ Understand and carry out oral and written instructions
- ✚ Supervise students in various settings including classrooms, playgrounds, and the cafeteria

#### **Physical Abilities/Environment**

Physically and mentally be able to perform the essential duties of the position without a hazard to themselves or others. Ability to sit, stand, walk, bend, stoop, kneel, perform grasping and handling motions and torso rotations on a continuous basis; lift and carry 20 pounds of materials; and reach in all directions.

Interested candidates should complete an employment application through the EduStaff website, [www.EDUStaff.org](http://www.EDUStaff.org), or call 877-974-6338.

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