

**PORT HURON AREA SCHOOL DISTRICT
DEPARTMENT FOR HUMAN RESOURCES**

NOTICE OF NON-CERTIFIED VACANCY

Paraprofessional Bargaining Unit

**Please Post
PPRO – 64**



September 4, 2020

Building:	Indian Woods Elementary School
Position:	Media Paraprofessional 50%
Qualifications:	See Posting
Hours/Times/Calendar:	8:30 a.m. – 11:45 a.m.; Monday through Friday
Effective:	Immediately
Allocation:	1.222.09.0223.1630 50%

APPLICATION PROCEDURE:

Internal Applicants
(Current District Employees)

*Persons interested in being considered for any position must indicate their interest via email to the Human Resources Department on or before **4:00 p.m., September 11, 2020 or until filled.***

PLEASE INCLUDE #, POSITION, AND LOCATION ON ALL CORRESPONDENCE

Send to: humanresource@phasd.us

Patricia Wachtel, Human Resource Manager *pw*

External Applicants

Please Apply On-Line on or before **September 11, 2020 or until filled**

https://hr.phasd.us/Job_List.aspx

Any bids received after the date and time stated above will not be accepted.

*If you choose to withdraw your bid, you must do so in writing and submit it as stated above.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and 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.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PORT HURON AREA SCHOOL DISTRICT ADMINISTRATIVE SERVICE

ORGANIZATIONAL MANUAL

POSITION GUIDE

TITLE

Media Paraprofessional

SECTION L-1

QUALIFICATIONS

As partners in the instructional process, paraprofessionals who work in programs supported by Title I funds must meet **one** of the following requirements:

1. Associate's Degree or 60 semester hours at an institution of higher education, or Meet a rigorous standard of quality and demonstrate, through passage of a formal state or local academic assessment approved by the State Board of Education:
 - a. Michigan Test for Teacher Certification – Professional Readiness Exam (MTTC) or the original Basic Skills Test (MTTC)
 - b. A passing score of at least 480 on the evidence-based reading and writing section of the SAT and 530 on the mathematics section in lieu of the Basic Skills Test or Professional Readiness Exam
 - c. ETS Parapro Assessment – A passing score of 460 is required
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JOB RESPONSIBILITIES

1. Operate and maintain all aspects of the manual and/or automated card catalog and circulation system;
 - a. Circulate media materials and equipment.
 - b. Assign barcodes and issue library cards to students.
 - c. Enter student information into the automated circulation system database.
 - d. Generate and print inventory reports.
2. Complete the processing of media materials:
 - a. Place barcode labels, pockets and spine labels on books and other media materials.
 - b. Enter book information into the automated circulation system database.
3. Assist students and teachers in material selection.
4. Assist students and teachers in accessing reference materials.
5. Operate and maintain a variety of media equipment.
6. Maintain computerized school bulletin board.
7. Make simple book repairs.
8. Shelve and re-shelve materials.
9. Assist with displays and exhibits.
10. Establish good rapport with students and school personnel.
11. Keep and inventory materials and equipment.
12. Encourage parents to volunteer their services in the media center and assist in coordinating the work of volunteer parents.
13. Serve as liaison between the building and the District Technology Department.
14. Provide technology assistance/support to staff members as needed.
15. Serve as the building contact for all technology repairs (building staff reports technical problems to the Media Parapro who, in turn, reports the problems to the District Technology Department).
16. Perform minor troubleshooting on computers and other technologies before referring to the District Technicians.

Continued

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JOB RESPONSIBILITIES (continued)

17. Provide basic network assistance to staff members (i.e., saving files to the server, logging procedures, email usage, etc.).
18. Attend in-service on technology and media as provided.
19. Conducts him/herself in a professional manner commensurate with his/her position and project a good public image of the School District in dealing with students, community, and other employees.

Summary: The Title 1/31a paraprofessional works directly with students, assisting teachers with students needing academic interventions. This position delivers instruction in a small group setting under the supervision of a certified teacher. This position works with the most at-risk students as identified by appropriate data.

A note regarding Title I Programming:

While all students attending a Title I school wide program school are eligible to participate in all aspects of the school wide program, the federal statute requires schools to particularly address the needs of low-achieving children and those at risk of not meeting the state student academic achievement standards. In order to know how best to address the needs of these students, the school by necessity needs to know which children have special needs. Also, in order to appropriately disaggregate data on the state assessments (M-Step/MME) and to measure adequate yearly progress (AYP), schools must further identify children by gender, ethnicity, and by their status as economically disadvantaged, disabled, and /or limited-English proficient.

Grant funded program services supplement and support but do not supplant or replace the general educational program of the school district.

SELECTION COMMITTEE

BUILDING SUPERVISOR AND HUMAN RESOURCES

EVALUATED BY

SUPERVISING ADMINISTRATOR

SALARY DATA

AS PER NEGOTIATED AGREEMENT

ALLOCATION(S)
