

DATE: JANUARY 30, 2023
TO: ALL QUALIFIED CANDIDATES
FROM: OFFICE OF THE SUPERINTENDENT
REF: PART-TIME INSTRUCTIONAL PARAPROFESSIONAL & SUPERVISOR POSITION – MAX LARSEN

QUALIFICATIONS & RESPONSIBILITIES: Experience and the ability to demonstrate competency in the following areas:

- **Must meet Michigan Department of Education Requirements (click on link for further information)**
https://www.michigan.gov/mde/-/media/Project/Websites/mde/OES/Programs/Title-I-A/Title_I_Paraprofessional_Requirements.pdf?rev=2a75a136294946f8ad19bdad61462b88&hash=1B26D1499CECA77CDA078EB602BBF6AE
- **Understanding of Reading and Math Interventions (preferred).**
- **Positive interpersonal communication skills. Must work well with children and adults.**
- **Collaborative planning and instructional skills. Willingness to learn.**
- **Willingness and flexibility to accept other duties that may arise in meeting student needs**
- **Ability to be patient and flexible.**
- **Ability to maintain a schedule and complete necessary paperwork.**
- **Ability to maintain confidentiality.**
- **Ability to work collaboratively with a diverse population of students, staff and families.**

HOURS: 15-29 HOURS PER WEEK
 MONDAY THRU FRIDAY

SALARY & BENEFITS: PER COLDWATER EDUCATION SUPPORT PERSONNEL ASSOC. (CESPA) CONTRACT
 GRANT FUNDED POSITION

DEADLINE TO APPLY: FEBRUARY 13, 2023 or until filled

EXPECTED HIRE DATE: IMMEDIATELY – Contingent on Board Approval

TO APPLY: SEND A LETTER OF INTEREST, RESUME, & ATTACHED [QUESTIONNAIRE](#) TO:
 HUMAN RESOURCES DEPARTMENT
 COLDWATER COMMUNITY SCHOOLS
 401 SAUK RIVER DRIVE
 COLDWATER, MI 49036
 E-MAIL: HR@CCSCARDS.ORG

THIS NOTICE HAS BEEN POSTED LOCALLY & ON THE DISTRICT’S WEBSITE

The Coldwater Community School District is an equal opportunity employer.
 Its hiring practices are in compliance with Title VI of the Civil Rights Act of 1964,
 Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973,
 Subpart 84.5. No hiring practice shall discriminate against race, color, national origin, age, sex or handicap

Applicant Questionnaire

Applicant Name:		Date:	
Position for which you are applying:		Instructional Paraprofessional & Supervisor	
Indicate the buildings where you feel best suited to work.		<ul style="list-style-type: none"> ● Max Larsen Elementary (Y5s - 1st grade) ● Jefferson Elementary (2nd - 3rd grade) ● Lakeland Elementary (4th - 5th grade) ● Legg Middle School (6th - 8th grade) ● Coldwater High School (9th - 12th grade) 	
Indicate the days per week and hours per day when you are available to work?	<ul style="list-style-type: none"> ● Monday morning ● Tuesday morning ● Wednesday morning ● Thursday morning ● Friday morning 	<ul style="list-style-type: none"> ● Monday afternoon ● Tuesday afternoon ● Wednesday afternoon ● Thursday afternoon ● Friday afternoon 	<ul style="list-style-type: none"> ● Monday all day ● Tuesday all day ● Wednesday all day ● Thursday all day ● Friday all day
Are there any limiting factors to your availability?			
Is there any additional information you would like to provide?			