

DATE: DECEMBER 7, 2022  
TO: ALL QUALIFIED CANDIDATES  
FROM: OFFICE OF THE SUPERINTENDENT  
REF: ELL SUPPORT PERSONNEL  
LOCATION: LAKELAND ELEMENTARY SCHOOL

**QUALIFICATIONS:**

- ❖ Knowledge of cultural and educational issues of students speaking one or more of the targeted languages
- ❖ Positive attitude toward students
- ❖ Empathy for students whose native language is not English
- ❖ Flexibility
- ❖ Able to maintain confidentiality
- ❖ Fluency in English and target language (preferred)
- ❖ Ability to work with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff
- ❖ Ability to assist certified staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities
- ❖ Provides additional assistance to individual students under the supervision of certified staff
- ❖ Assists other school personnel with language and culture issues as necessary as approved by administration
- ❖ Familiarizes new ELL students with school and classroom procedures
- ❖ Provides academic support to ELL students in general classes
- ❖ To maintain excellent organization including lesson preparation, and monitoring student progress
- ❖ To attend all staff professional development and meetings
- ❖ To help maintain appropriate levels of student discipline, safety, and welfare during activities and instruction
- ❖ Perform related duties assigned

**PREFERRED QUALIFICATIONS:**

- ❖ Meets Michigan Department of Education Para-Professional Requirements (click on link for further information) [https://www.michigan.gov/documents/mde/Paraprofessionals\\_Requirements\\_545704\\_7.pdf](https://www.michigan.gov/documents/mde/Paraprofessionals_Requirements_545704_7.pdf)

HOURS: 25 PER WEEK/ 5 HOURS PER DAY (WHILE SCHOOL IS IN SESSION)  
MONDAY THRU FRIDAY

SALARY \*BASED ON QUALIFICATIONS/EXPERIENCE

DEADLINE DECEMBER 21, 2022 OR UNTIL FILLED  
TO APPLY:

EXPECTED IMMEDIATELY UPON BOARD APPROVAL  
DATE OF HIRE:

APPLY TO: GARY DANCER, PRINCIPAL  
LAKELAND ELEMENTARY SCHOOL  
235 WESTERN AVENUE  
COLDWATER MI 49036  
E-MAIL: [dancgd@ccscards.org](mailto:dancgd@ccscards.org)