

DATE: MAY 17, 2023
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 the 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 the [hyperlink](#) for further information)

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

SALARY *BASED ON QUALIFICATIONS/EXPERIENCE

DEADLINE TO APPLY: UNTIL FILLED

EXPECTED DATE OF HIRE: IMMEDIATELY UPON BOARD APPROVAL

APPLY TO: GARY DANCER, PRINCIPAL
 LAKELAND ELEMENTARY SCHOOL
 235 WESTERN AVENUE
 COLDWATER MI 49036
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