

DATE: APRIL 14, 2023  
TO: ALL QUALIFIED CANDIDATES  
FROM: OFFICE OF THE SUPERINTENDENT  
REF: PART-TIME PARAPROFESSIONAL POSITION  
LOCATION: MAX LARSEN ELEMENTARY

**QUALIFICATIONS & RESPONSIBILITIES:**

Experience and the ability to demonstrate competency in the following areas:

- Must meet Michigan Department of Education Requirements (click on this [hyperlink](#) for further information)
- 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: APPROXIMATELY 29.5 HOURS PER WEEK  
MONDAY THRU FRIDAY (WHILE SCHOOL IS IN SESSION)

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

DEADLINE TO APPLY: UNTIL FILLED

EXPECTED HIRE DATE: IMMEDIATELY UPON 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](mailto:HR@CCSCARDS.ORG)

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**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

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