

DATE: MAY 10, 2023
TO: ALL QUALIFIED CANDIDATES
FROM: OFFICE OF THE SUPERINTENDENT
REF: ELL SUPPORT PERSONNEL
LOCATION: MAX LARSEN ELEMENTARY

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 (Arabic or Spanish 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
- Assist others with language and culture issues as necessary
- 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
- Student Supervision

PREFERRED QUALIFICATIONS:

- Meets Michigan Department of Education Para-Professional Requirements (click the [hyperlink](#) for further information)

HOURS: APPROXIMATELY 29 HOURS PER WEEK
MONDAY THRU FRIDAY (WHILE SCHOOL IS IN SESSION)

SALARY *BASED ON QUALIFICATIONS/EXPERIENCE

DEADLINE TO APPLY: MAY 23, 2023, OR UNTIL FILLED

EXPECTED DATE OF HIRE: 2023-2024 SCHOOL YEAR - PENDING BOARD APPROVAL

APPLY 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