

DATE: MAY 1, 2024  
TO: ALL QUALIFIED CANDIDATES  
FROM: OFFICE OF THE SUPERINTENDENT  
REF: ELL SUPPORT PERSONNEL  
LOCATION: JEFFERSON ELEMENTARY SCHOOL

**QUALIFICATIONS:**

- ❖ Must meet Michigan Department of Education Para-Professional Requirements (click the [hyperlink](#) for further information)
- ❖ 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 as assigned

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

SALARY GRANT FUNDED  
BASED ON QUALIFICATIONS/EXPERIENCE

DEADLINE TO APPLY: MAY 14, 2024, OR UNTIL FILLED

EXPECTED DATE OF HIRE: 2024/2025 SCHOOL YEAR, UPON BOARD APPROVAL

APPLY TO: TOBI REARDON, PRINCIPAL  
JEFFERSON ELEMENTARY SCHOOL  
15 VANS AVENUE  
COLDWATER MI 49036  
E-MAIL: [reartl@ccscards.org](mailto:reartl@ccscards.org)