

Boyne Falls Public School

Full-time Paraprofessional/Office Assistant Position Available

Internal/External Posting – 11/10/23



Boyne Falls School has an opening for a full-time paraprofessional/office assistant to be effective for the 2023-2024 school year.

Position Summary

Under the guidance of the classroom teacher and the direct supervision of admin, our paraprofessionals aid students in meeting their goals in areas such as: educational, communication, emotional, physical, and behavioral. A paraprofessional is part of a team environment, where ***collaboration, communication, and adaptability*** are key to the success of the team and the success of the students.

Salary/Benefits

Salary and benefits determined by support staff contract. See contract posted under transparency at www.boynefalls.org.

Principle Duties and Responsibilities

- Assist classroom teacher in providing instruction and managing student educational programming.
- Adapt instructional materials, equipment, or strategies, under the direction of the teacher or other professionals, to provide differentiated instruction, accomplish objectives and meet student needs.
- Assist licensed staff in the implementation of classroom management and behavioral interventions, creating an environment appropriate for learning.
- Assist students in their daily routines, including escorting students during arrival and departure and to special classes, providing supervision in school areas such as lunch, the playground or gym, and at school related activities off site.
- Establish supportive and compassionate relationships with students to maintain a safe and positive school environment for all.
- Perform daily office duties such as, but not limited to:
 - Answer the phone and buzzer system professionally and take accurate messages
 - Compose professional emails free of spelling and grammatical errors
 - Perform filing and organizational tasks efficiently and accurately
 - Maintain a tidy and organized work space
- Greet and address the needs of employees, visitors and students in the office while maintaining a positive and professional attitude.

- Uphold all safety protocols and perform the procedures and policies as outlined in our BFPS Staff Handbook
- Understand and maintain the need for confidentiality relative to school, staff, and student information and perform duties with integrity and professionalism.
- Proficient in Microsoft Suite software and Google Drive and ability to learn PowerSchool (our Student Information System) and other software and applications required to perform day to day tasks.

Education

- High School Diploma.
- Highly qualified required.

Please direct questions to Amanda Loper at 231-549-2211 or e-mail at aloper@boynefalls.org. Persons who are interested in this position should submit a letter of interest, resume, references, and transcripts on or before 3:00 p.m. on **Monday, November 27, 2023** to Amanda Loper, K-12 Principal. Position will be posted until it is filled.

Notice of Nondiscrimination: Boyne Falls Public School does not discriminate on the basis of basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment. In addition, it is the policy of this District to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District. Inquires related to discrimination on the basis of disability should be directed to Section 504 Coordinator: P.O. Box 356, Boyne Falls, MI 49713, or by calling 231-549-2211. Direct all other inquires related to discrimination to: Superintendent, P.O. Box 356, Boyne Falls, MI 49713, 231-549-2211.