

Elk Rapids Schools Paraprofessional Job Posting



TITLE: Paraprofessional: Cherryland Middle School
Media Center Specialist and Student
Supervisor

REPORTS TO: Cherryland Middle School Principal

**JOB
FUNCTION:** *Media Center Specialist/Student Supervisor:*
Manages various media and technological
resources, oversees the school library, assists
students and staff with resources, manages
book circulation, and maintains an organized,
welcoming learning environment. Supervises
students during lunch and recess, ensuring
safety, enforcing school rules, and promoting
positive behavior in a structured learning
environment.

DISTRICT DESCRIPTION: Elk Rapids Schools has approximately 1200 students and is located in the northwest lower peninsula. Our families enjoy the benefits of living in an area thriving on tourism as most of our district surrounds beautiful lakes, trails, and recreational areas.

The District has preschool classrooms with additional preschools available within the community. There is one PreK-5th grade elementary school, a 6th-8th grade middle school, one 9th-12th grade high school, a K-5th grade authorized Public School Academy, and extensive alternative education opportunities. Career and technical education opportunities, as well as several Advanced Placement and Dual Enrollment college courses, are available.

DUTIES AND RESPONSIBILITIES:

- Be dependable and possess strong organizational skills.
- Maintain program records, monitor student progress and reports as directed
- Assist with proactive behavioral interventions to support an individual student
- Maintain appropriate supervision
- Work with individual students and small groups of students
- Provide students with a safe and orderly environment for learning
- Establish and maintain effective relationships with students, the public, and other staff members.
- Exhibit a positive attitude, creativity, independent thinking, and ability to take initiative.

- Adhere to all Board and District policies
- Regular and predictable attendance
- Perform other duties as assigned

OTHER RESPONSIBILITIES:

- Carry out instructions and daily expectations.
- Professionally solve problems.
- Perform basic computer skills, email, calendars, work orders, and basic office programs.

PROFESSIONAL QUALIFICATIONS:

Required:

- High School Diploma/GED
- Basic understanding and knowledge of current technology

Preferred:

- Two Years Post-Secondary Training
- Experience working with middle school-age students
- Knowledge of Library/Media Center operations
- Background in working with multiple technologies

OTHER INFORMATION:

Terms of Employment: Monday-Friday during the school year 35-39 hours each week:

Deadline: Until Filled

APPLICATION PROCEDURES:

Elk Rapids Schools website: www.erschools.com On the main page, select "District" and then "Employment Opportunities." Applicants may submit hard copies of letter of interest and current resume by mail or email to:

Josh Haggerty
707 E. Third Street
Elk Rapids, MI 49629
jhaggerty@erschools.com

Elk Rapids Schools is an equal opportunity employer that will not discriminate based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state, or local law, in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Superintendent at Elk Rapids Schools, 308 Meguzee Point Rd, Elk Rapids, Michigan 49629, or call (231) 264-8692.