

Elk Rapids Schools Paraprofessional Job Posting



TITLE: Special Education Paraprofessional

REPORTS TO: Principal

JOB FUNCTION: Responsible for working closely with and supporting the academic, safety, and social/emotional well-being of students within Lakeland's special education population. This position is assigned to Lakeland Elementary.

DISTRICT DESCRIPTION: Elk Rapids Schools has approximately 975 students in grades K-12 and is located in the northwest lower peninsula of Michigan. The District also serves as an authorizer of Mill Creek Academy, a K-5th-grade District that educates approximately 230 students. Elk Rapids Schools is an education leader within the Northwest Education Services Intermediate School District and is eager to interview the best candidates for this vacancy.

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:

- Must have the ability to provide educational support and academic interventions by working directly with students and teaching staff to increase academic and social skills.
- Be dependable and possess strong organizational skills.
- Maintain program records, monitor student progress, and report as directed
- Assist with proactive behavioral interventions and personal care in the support of an individual student.
- Maintain appropriate supervision and small group behavior management
- Work with individual students and small groups to follow a support plan
- Establish and maintain effective relationships with students, the public, and other staff members.
- Exhibit a positive attitude, creativity, independent thinking, and the ability to take initiative.
- Adhere to all Board and District policies
- Regular, predictable, and physical attendance
- Perform other duties as assigned

OTHER RESPONSIBILITIES:

- Maintains consistent, predictable, and physical attendance to meet the requirements of the position.

- Professionally solve problems.
- Perform basic computer skills, including 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 within PreK-12th grade education and working with individuals or small groups administering academic interventions

OTHER INFORMATION:

Terms of Employment: Monday-Friday during the school year
25 hours per week

Retirement benefits

This position is for the 2026-27 School Year

Application Deadline: Until filled.

APPLICATION PROCEDURES:

Interested candidates should submit a letter of interest, current resume, transcripts, and three letters of reference via [Unified Talent](#) by going to the Elk Rapids Schools website: www.erschools.com. On the main page, select "District" and then "Employment Opportunities." Applicants can also send the required information to Principal Katie Veith: kveith@erschools.com

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