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## West Michigan Academy of Arts and Academics Partner Solutions

**Position:** Instructional Paraprofessional

**Job Summary:** Work with students in small groups or one on one for reading and/ or math interventions.  
Support students in classrooms during lunch and on the playground during recess.

**Essential Duties and Responsibilities** (other duties may be assigned):

- Take instruction from building administrator or classroom teacher
- Meet with students in small groups or in the hallway to work on instructional areas based on their area of need.
- Lesson planning will be done with certified teachers

**Knowledge, Skill, Ability, & Personality Traits:**

- Establishes positive relationships with school personnel and stakeholders.
- Ability to communicate well at various levels.
- Evidence of positive attitude, high level of flexibility, and a strong work ethic.
- Ability to work independently with minimal supervision and manage multiple tasks.
- Evidence of high standards of ethics, honesty, and integrity in personal and professional matters.
- Maintain regular attendance, report to work neat and clean and on time, and complete tasks in a timely manner.

**Qualifications:** High School Diploma required (Associates Degree or 60+ hours of college credit preferred). Passing score (460) on [ETS Para Pro Assessment](#). Prior experience working with students or children is desired. Must be able to pass a criminal justice fingerprint/background check.

**Compensation:** \$11 - \$15 per hour, pay to be commensurate with qualifications and experience

**Schedule:** 25-29 hours per week

**Starting Date:** ASAP

**Application Procedures:** Applicants should visit <http://west-michigan-acdemy-of-arts-academics.prismhr-hire.com> , click on the "Employment Opportunities at Schools" tab, then enter "Spring Lake" for the city.

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EOE: Partner Solutions is an Equal Opportunity Employer  
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