

ONTONAGON AREA SCHOOL DISTRICT

701 Parker Avenue
Ontonagon, MI 49953
PHONE (906) 813-0614 FAX (906) 813-0615

March 17, 2025

POSITION OPEN PARAPROFESSIONAL (Special Education and Recess Para)

Rate of Pay: Appendix A, Support Staff contract
Hours to be worked: 7:55 a.m. - 3:10 p.m.(School Session Days only)
Benefits: As per Support Staff Master Agreement
Immediate Supervisor: Superintendent

The Ontonagon Area School District is searching for a Special Education Paraprofessional and Recess Para to work with their team. This position will provide close supervision for special education student(s). Hours and weekly schedules are subject to change based upon the educational, staffing, and safety needs of the district.

Qualifications:

- Education: Minimum of high school diploma, Desired two year post secondary education equivalent in child development or related field. Or ability to pass a paraprofessional test.
- Behavior training experience desired or willingness to obtain
- Prior experience desired working with children in an educational setting

Job Essential Functions:

- Provide instructional support by working individually or in small groups of students with learning, cognitive, emotional, or physical disabilities, to reinforce learning of materials or skills initially reduced or outlines by the teacher
- Assists in devising special strategies for reinforcing learning materials and skills based on the student's needs and abilities
- Provide behavioral support by assisting teachers in maintaining discipline and encouraging acceptable behavior of students

- Assists with playground, lunchroom, and noon-hour supervision.
- Consults and collaborates with special education and regular education teachers, participating in IEP's as requested
- Practice ethical and professional standards of conduct, including confidentiality
- Adheres and follows work-related health, safety, and emergency procedures and practices
- Maintains confidentiality in verbal, written, and electronic communications

Working Conditions:

- Work is predominantly in a classroom, school environment
- Work involves frequent disruptions of daily schedule, with flexibility to adjust to continuously changing situations
- Ability to stand and circulate for extended periods of time
- Ability to bend, twist, stoop, kneel, run, crawl, and reach in all directions
- Ability to lift and carry up to 50 pounds

Please submit a letter of application, resume to:

Lisa Johnson
Ontonagon Area School District
701 Parker Avenue
Ontonagon, MI 49953

Lisa Johnson, Superintendent

APPLICATION DEADLINE: March 31, 2025

In compliance with Title IX of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Elliot-Larsen Civil Rights Act of 1977, it is the policy of the Ontonagon Area School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied benefits of, or subjected to, discrimination during any program, activity, service, employment, or process leading to employment. For information contact Lisa Johnson at 906-813-0614 or Ontonagon Area School, 701 Parker Avenue, Ontonagon, MI 49953