



**SAND CREEK
COMMUNITY SCHOOLS**

6518 Sand Creek Hwy.
Sand Creek, MI 49279
Phone: 517-436-3108
Fax: 517-436-3143
Website: sc-aggies.us

NOTICE OF VACANCY

POSTING DATE: July 3, 2018
POSTING TITLE: Part-time Elementary Para-Professional
APPLICATION DEADLINE: Until filled

SUMMARY:

Work under the direct supervision of certified staff to maintain a safe and healthy educational environment to assist/support specific student with personal care activities and appropriate social behaviors; and to assist staff in reinforcing selected student educational and therapy activities.

PREFERRED EXPERIENCE:

- High School diploma or equivalent
- Background in educations/special education
- Trained in strategies for behavior management

TERMS OF EMPLOYMENT:

- Part-time / Average 35 hours/week
- Hours: 7:30 am – 3:00 pm on full days and 7:30 am – 11:45 am on half days

APPLICATION PROCEDURE:

Applicant should provide the following:

- Electronic copies will not be accepted
- Cover letter
- Current credentials including letters of recommendation
- Resume and/or other information relevant to past experiences highlighting skills necessary for success in the position

Send letter of interest, resume, transcript and references to:

Steven J. Laundra, Superintendent
Sand Creek Community Schools
6518 Sand Creek Hwy.
Sand Creek, MI 49279