

MEMPHIS COMMUNITY SCHOOLS
34110 BORDMAN RD
MEMPHIS, MI 48041

MEMPHIS COMMUNITY SCHOOLS
VACANCY POSTING

PARA-PRO POSITION

DATE: August 17, 2020

POSITION: Para-Pro Position at the Jr/Sr High School
Secondary Position, Grades 6-12

QUALIFICATIONS: Eligible candidates will be required to take the Work Keys Test to demonstrate Highly Qualified Proficiency.

RESPONSIBILITIES: Assists teachers in maintaining discipline
Assists in small group pupil instruction
Tutors pupils at teacher's request
Assists with set up of classroom
Other duties as assigned

RATE OF PAY: \$10.37 per hour – 26 to 28 hours per week

DEADLINE: Until Filled

REPLY TO: Please Provide Letter of Interest & Resume' to:
Laura Heilig, Administrative Assistant
Memphis Community Schools
P.O. Box 201
Memphis, MI 48041
lheilig@memphisk12.org