

**Norway-Vulcan Area Schools  
300 Section Street  
Norway, MI 49870**

The Norway-Vulcan Area Schools has the following position available beginning in the 2021-2022 school year.

**Position:** Teacher's Aide – High School  
Full-time/6.5 hours p/day

**Employment Status:** 180 days/year, non-exempt

**Qualifications:**

1. Be a high school graduate, or equivalent, with a minimum of two years of successful experience as an aide in a day care program, regular classroom, or equivalent experience, and be recommended by an administrator who has supervised the work of the aide for at least one year.  
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2. Be a high school graduate, or equivalent, with advance training in a community college or degree granting institution whose special education instructional aide training program has been approved by the MDE.
3. Meet requirements for Highly Qualified Paraprofessional as set by the MI Dept. of Education.

**General Description:** A paraprofessional is a person who assists the professional educator in the initiation, participation and culmination of learning activities that occur in the teaching/learning experience. The primary function of the paraprofessional is to assist the student in the successful completion of their individualized educational plan.

**Essential Functions:**

1. To perform all duties and tasks under the direct supervision of a certified instructor.
2. To assist in providing a positive and safe learning atmosphere for students
3. Able to physically manage, lift and interact with students of a wide range of physical size and ability is needed.
4. To supplement instruction by assisting the teacher with individual or small groups of pupils.
5. Reinforce instruction with remedial or drill activities as directed.
6. Prepares classroom materials, as directed.
7. Assists the teacher in preparing reports.

8. Maintain confidentiality with respect to student Information.
9. Must have regular and reliable attendance.

**Other Duties and Responsibilities:**

1. Serve as a positive role model for NVAS constituents demonstration how to be a responsible citizen and productive member of society.
2. Ability to carry out other associated duties as assigned by administration.

**Compensation:** Compensation is at a rate consistent with that established by the master contract.

**Contact:** Letter of interest & resume should be forwarded to:

Mr. Louis Steigerwald  
Superintendent  
Norway-Vulcan Area Schools  
300 Section Street  
Norway, MI 49870  
(906)-563-9552

Deadline for application: until filled

No person shall on the basis of race, color, sex, age, religion, national origin, or handicap be excluded from participation in, be denied benefits of, or be subjected to discrimination in any program, activity or employment in any way by the Norway-Vulcan Area Schools.