

MECOSTA-OSCEOLA INTERMEDIATE SCHOOL DISTRICT

15760 190th Avenue, Big Rapids, MI 49307

(231) 796-3543 FAX (231) 796-3300

Please Post

NOTICE OF VACANCY

- POSITION:** Allied Health Paraeducator (school year position (5.83 hours per day/5 days per week)
- POSTING DATE:** June 4, 2009
- START DATE:** August 31, 2009
- JOB SUMMARY:** Para-educator will serve as the instructional assistant in the Career Center Allied Health program
- REQUIREMENTS:** Possess a minimum of an associates degree and one-year recent work experience related to the program. The preferred candidate will have a strong background in the health care field. CENA Train the Trainer preferred.
- DESIRED QUALIFICATIONS:** Have a minimum of two years experience in the medical field within the last five years.

DUTIES:

1. Supplement, compliment and reinforce the Allied Health instructor.
2. Assist students while learning a variety of occupational skills related to Allied Health.
3. Provide assistance to handicapped, disadvantaged and special population students.
4. Supervise and assist students individually and in small groups with hands on laboratory projects.
5. Help students meet the academic requirements of the Allied Health program through assistance with reading and mathematics.
6. Make off-campus visits for student assistance.
7. Contribute, in a positive manner, to the overall quality and operation of the program.
8. Maintain an attitude of mutual respect and tolerance of other professionals, students and parents.
9. Assume responsibility to transport self to assigned worksite(s) and maintain regular and predictable attendance.
10. Perform other related duties assigned by the Director of Career & Technical Education or designee.
11. Pursuant to "School Safety" legislation (2005 PA 129-131 and 138) enacted into law January 1, 2006, must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI)

COMPENSATION: \$13.90 per hour plus health benefits

DEADLINE: Applications will be accepted until June 17, 2009, or until position is filled.

SUBMIT COVER LETTER, RESUME, CERTIFICATIONS, COPY OF TRANSCRIPTS AND CURRENT

LETTERS OF REFERENCE TO: Mark R. Klumpp, Assistant Superintendent
Mecosta-Osceola Intermediate School District
15760 190th Avenue
Big Rapids MI 49307

NOTICE OF NONDISCRIMINATION: In compliance with Title VI 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 State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate 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 the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.