



CASSOPOLIS PUBLIC SCHOOLS

Cassopolis Public Schools
Administration Office
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Cassopolis, MI 49031
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Superintendent

Dr. Angela Piazza
Phone: 269-445-0503

Administrative Assistant

Cindy Martynowicz
Phone: 269-445-0503

Business Manager

Geri Lyn Vlasicak
Phone: 269-445-0504

Payroll/Accounting Manager

Bill Yarbrough
Phone: 269-445-0501

**Curriculum Coordinator/K-12
Instructional Coach**

Brooke Brawley
Phone: 269-228-5813

**CCR Coordinator/District
New Tech Coach**

Renee Manno
Phone: 269-445-0538

August 14, 2018

POSITION OPENING

Position: Instructional Paraprofessional, 27.5 hours/week, school year employee
Sam Adams Elementary School

Reports to: Building administration, Reading Specialist/RTI Coach, Curriculum Coordinator

Position Overview: To provide the strategies and support to facilitate the Integration of At-Risk Supports which focuses on effective instructional and behavioral practices related to the specific needs of each child, based on a Multi-Tier System of Supports (MTTS) framework.

Qualifications:

- Leadership and organizational qualities which include the ability to facilitate teams, communicate collaboratively, train and lead others, and coordinate data.
- Working knowledge and understanding of the Response to Intervention (RTI) process, at-risk supports, and literacy development.
- Complete at least 2 years of study at an institution of higher education (equal to 60 semester hours); or,
- Obtain an Associate's Degree (or higher); or,
- Meet a rigorous standard of quality and demonstrate, through passage of an approved formal state academic assessment in the following areas:
 - Knowledge of, and the ability to assist in, instructing reading, writing and mathematics; or,
 - Knowledge of, and the ability to assist in, instructing and reading readiness, writing readiness, and mathematics readiness, as appropriate.

Essential Performance Responsibilities:

- Provide research-based, direct, instruction in small intervention groups for the majority of the work day.
- Provide 1 on 1 tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher.
- Work collaboratively with the classroom teachers and Reading Specialist/RTI Coach on the appropriate use of data in making educational decisions.
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- Facilitate the coordination of school-wide and individual student progress monitoring data.
- Maintain accurate student data.
- Conduct parental involvement activities.
- Act as a translator.
- Provide instructional assistance in a computer laboratory.
- Provide support in a library or media center.

Rate of Pay: Per CSEA Master Agreement

Application Procedure: Apply in writing to: Dr. Angela Piazza, Superintendent, Cassopolis Public Schools, 725 Center Street, Cassopolis, MI 49031; or, email to cmartynowicz@cassopolis.org

(Posted 8/14/18 Until Filled)

It is the policy of Cassopolis Public Schools that no person shall, on the basis of race, color, religion, national origin, or ancestry, age, sex or disability be excluded from participating in employment or any of its programs or activities.

All students will demonstrate the academic, technological and cultural competencies necessary to compete in a global society.