



# MONTAGUE AREA PUBLIC SCHOOLS

EDUCATION IN THE RIGHT DIRECTION

4882 STANTON BLVD. • MONTAGUE, MI 49437 • TELEPHONE: 231-893-1515 • FAX: 231-894-6586

## Internal/External Job Posting

**Position:** ESL Paraprofessional  
**Classification:** Hourly Employee  
**Terms:** Monday – Friday; 5.5 hours per day  
**Salary:** \$15.51 per hour; per MESPA Contract Agreement  
**Posted:** February 16, 2024  
**Closing Date:** March 1, 2024

**Montague Area Public Schools** is looking for an ESL Aide at the RRO elementary building.

ESL Aides contribute to create an inclusive and supportive learning environment for ESL students by assisting with administrative tasks, facilitating communication, and providing valuable support to staff members, students, and non-English speaking persons.

### Education:

- Possession of a high school diploma or its equivalent
- And meets **ONE** of the following:
  - Associates degree or higher
  - Completed 60 credit hours
  - Passed Parapro Assessment
  - Willing to take a Parapro Assessment test.

### Experience / Qualifications:

- Previous successful experience working with children at the appropriate grade level preferred
- Ability to speak and write English and Spanish fluently.

### Responsibilities:

See attached job description

### Benefits Include:

Paid Vision, Life and AD&D Insurance  
Enrollment in State Retirement System  
Paid Time Off

### Applicants:

Interested candidates should send a letter of interest and resume or application to:

Krista Hams, Human Resources Coordinator

By Mail: Montague Area Public Schools  
4882 Stanton Blvd.  
Montague, MI 49437

Or E-mail: [humanresources@mapsk12.org](mailto:humanresources@mapsk12.org)

**MONTAGUE AREA PUBLIC SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** ESL / ELL Paraprofessional  
**REPORTS TO:** Curriculum Director  
**SUPERVISES:** Not Applicable

**GENERAL JOB FUNCTION:**

ESL Aide provides support to the instructional program within assigned site. They assist in administering tests, performing general clerical tasks and serving as a resource to other school personnel requiring assistance with non-English speaking persons. The ESL Aide must maintain a professional and friendly demeanor in working with children and staff.

**EDUCATION REQUIREMENTS:**

- Possession of a high school diploma or its equivalent
- And meets of ONE of the following:
  - Has an Associate's Degree
  - Has at least 60 CREDIT HOURS
  - Has passed a Parapro Assessment test.
  - Willing to take a Parapro Assessment test.
- Michigan Teaching Certificate preferred

**MINIMUM QUALIFICATIONS:**

1. No physical or mental restrictions that would, with reasonable accommodation, prevent performance of the essential job functions and responsibilities, or that would prevent regular attendance.
2. Ability to speak and write English and Spanish fluently.
3. Able to accept directions from the teacher, principal and other administrators and work cooperatively with others.
4. Well-developed interpersonal skills.
5. Previous successful experience working with children at the appropriate grade level.
6. Experience working with ESL students.
7. Ability to maintain confidentiality in compliance with the Federal Education Right to Privacy Act.
8. Must be regular in attendance and punctual in reporting to assignment.

**PREFERRED QUALIFICATIONS:**

1. Typing and/or computer skills including knowledge of educational software, tutorial programs and word-processing.
2. College or advanced training in education or a related field.
3. Experience/ability in translating spoken language and written documents into Spanish
4. Previous experience administering WIDA assessments

**ESSENTIAL JOB FUNCTIONS:**

1. Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts
2. Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
3. Implements, under the supervision of the teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
4. Maintains instructional materials and/or manual and electronic files/records (e.g. lessons, attendance, pencils, paper, teaching supplies, etc.) for the purpose of ensuring availability of items, providing written reference, and/or meeting mandated requirements.

**ESSENTIAL JOB FUNCTIONS (con't):**

5. Monitors individual and/or groups of students in a variety of settings for the purpose of providing a safe and positive learning environment.
6. Performs general clerical tasks (e.g. answering telephones, requisitions for supplies, making copies, bulletin boards, filing, newsletters, etc.) for the purpose of helping the teacher get instructional materials ready.
7. Prepares a wide variety of reports, documents and correspondence (e.g. student rosters, letters, memorandums, budget, financial reports, payroll, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
8. Assist the teacher in assessing needs and progress.
9. Practice confidentiality and discretion on job related subjects and especially in regard to student records.
10. Supervise children in various school settings as directed by the principal.
11. Be regular in attendance.
12. Perform such other tasks and assume such other responsibilities as may be assigned.

**NOTABLE PHYSICAL REQUIREMENTS:**

Occasional light to moderate lifting up to 50 pounds may be required.

**TYPICAL WORK ENVIRONMENT:**

Most work is done in MAPS school buildings.

**EVALUATION:**

The ELL Paraprofessional is evaluated by the Curriculum Director.

**WORK LOCATION(S):**

Most work is performed within the MAPS school buildings.

**TRAVEL EXPECTATIONS:**

Occasional assignments may require short trips to other MAPS facilities, the MAISD or elsewhere in the community.