



# WALKERVILLE PUBLIC SCHOOLS

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## JOB POSTING

**Posting Date:** 1-11-19

**Position:** RTC/Community Relations Paraprofessional

### **Qualifications**

- Associates degree or college experience
- Experience / background in PBIS/RTI/MTSS philosophy and methods
- Knowledge of and use of restorative justice practices.
- Possession of rapid and highly efficient keyboard skills.
- Knowledge of special education requirements.
- Proficient in the use of computer applications including Microsoft Office and Google platforms
- Proficiency with computer, word processing and data entry system.
- Excellent organizational, communication and human relations skills.
- Ability to handle multiple tasks simultaneously.
- Good process skills- decision-making, problem solving, critical thinking.
- Good record keeping ability.
- Positive professional attitude.
- Solid life skills including patience, caring, trustworthiness, judgement.
- Ability to maintain confidential information.
- No physical or mental restrictions that would, with reasonable accommodation prevent performance of the essential job functions and responsibilities.

### **Job Summary**

This position is responsible for all aspects of managing an efficient PBIS / MTSS system of student discipline. Position is primarily responsible for supporting student behavior through consultation with teachers, parents, and students. Works closely with district principal and superintendent to ensure a safe and academically challenging environment for all students.

### **Duties**

- Record/track attendance and truancy.
- Responsible Thinking Center- Initial discussion with students regarding unacceptable behaviors, personal problems, and classroom behavior issues.
- Discipline-Issue consequences for minor student misbehavior, i.e. lunch detention, no recess, etc. This includes bus write ups.

#### NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Walkerville Public Schools that no person shall, on the basis of race, color, national origin creed or ancestry, political belief, sex, disability, handicap, religion, age, height, weight, or marital status be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity and in employment.



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- Organize, prioritize, and handle multiple projects with attention to detail and executive responsibilities independently
- Identify appropriate steps and/or interventions to improve student achievement for ALL learners; especially those identified in Tier II and III.
- Conduct assessment of student support resources, including gap analysis to identify areas of need; Support administration to align and expand services
- Schedule parent meetings when appropriate
- Liaison between school, parents, community, and students.
- General duties including copying, filing, answer phones/take messages as needed
- Monitor cafeteria during lunch time, clean up messes as needed.
- Assist the principals, teachers, paraprofessionals, staff and students as needed in day-to-day functions.
- Community relations-position will require adding, deleting, and monitoring information on the school website. Position also requires:
  - Facebook monitoring, posting, and responding to comments posted on the official school Facebook page
  - Use of other social media platforms including but not limited to Twitter, Instagram, etc. to promote healthy school - community relations
  - Serves as media liaison with local news outlets
  - Communications with parents through official school emails, newsletters, etc.
  - All other duties as required for effective media relations
- All other duties as required for student success through positive communication with parents

## **Application Procedure:**

Interested candidates submit a cover letter, resume and college transcripts to:

Beth Oomen  
Walkerville Public Schools  
145 E. Lathrop Street  
Walkerville, MI 49459  
Email: [boomen@walkerville.k12.mi.us](mailto:boomen@walkerville.k12.mi.us)

**Deadline for Applying:** Until Filled

**Distribution:** Central Office, Elementary Office, Library, [walkk12.org](http://walkk12.org), MASSP, MASA, OHJ

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