



Vanderbilt Area School

The mission of the Vanderbilt Area School is to graduate respectful, responsible, lifelong learners empowered to meet future challenges.

JOB POSTING

Paraprofessional

District/Organization: Vanderbilt Area School

Position/Type: up to 35 hours per week

Compensation: per the VESPA Contract

Posting Date: 9/30/26

Deadline: October 9, 2026 or until filled

POSITION: Resource Room/General Education Paraprofessional

QUALIFICATIONS & PERFORMANCE RESPONSIBILITIES:

- Minimum education - High School Diploma or equivalent
- Attendance and punctuality to assignments is required.
- Preferred certification in CPR and basic First Aid, but this training will be provided if current certification is not held.
- Preferred certification in Crisis Prevention Intervention Training (CPI), but this training will also be provided if current certification is not held.
Organized, self-directed, and flexible to work with varied schedules and individual needs in a one-on-one or group setting.
- Remain calm, patient, and steady when responding to challenging or unexpected behavior situations.
- Provide basic caregiving duties, support, and encouragement in all aspects of development. Assist with other personal or physical care assistance.
- Ability to follow instruction from teachers related to carrying out individual student's educational plans (IEP's) and meeting classroom expectations.
- Communicate effectively with students and adults in order to encourage and aid student progress.
- Keep accurate records (e.g., academic growth data, behavior tracking, etc.).
- Connect successfully with students in order to provide supplemental, academic support and interventions prescribed by the classroom teacher.
- Supports the classroom to promote a healthy and safe learning environment.
- Maintains a positive, supportive, and professional demeanor when working with students and staff.
- Assist the teacher in modifying materials to meet the specific needs of students.
- Perform other duties as assigned by Administration, Special Education Teacher or Classroom Teachers.

HOW TO APPLY:

Please send a letter of interest, your resume, and professional references to Mr. Ron Veldman, Interim Superintendent at veldmanr@vanderbilt.k12.mi.us

HOME OF THE YELLOW JACKETS

947 Donovan St. | Vanderbilt, Michigan 49795 | P (989) 983-2561 | F (989) 983-3051

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