



27321 Hampden • Madison Heights, MI 48071
www.keysacademies.com

Notice of Vacancy Paraprofessional

Location:

- Keys Grace Academy, Madison Heights, MI

Qualifications:

- High School graduate or equivalent; Associates Degree preferred;
- Must meet Highly Qualified requirements for Paraprofessionals as defined by NCLB;
- Experience working with differently-abled children preferred;
- Demonstrated ability to work effectively/cooperatively with student, parent, and staff;
- Proven employment record illustrating warmth, patience, able to adapt to changing environment, consistency, tolerance, empathy, trust, reliability, strong moral character, good attendance, sound judgment, discretion, and confidentiality;
- Ability to organize materials and time efficiently and to keep neat, accurate records;
- Ability to work directly with students in an appropriate and professional manner and to give direction as needed;
- Computer experience is preferred;
- Shall have good academic skills in reading, writing, and math;
- Able to collect and analyze data;
- Display sensitivity to the multi-ethnicity of students;
- Experience working with elementary age children;

Performance Responsibilities:

- Becoming directly involved and interacting with students on classroom projects and special activities as modeled by the classroom teacher;
- Preparing instructional materials under the direction of the teacher in an accurate and timely manner;
- Assisting in preparing and maintaining accurate records of student progress;
- Under teacher supervision, work with the students to reinforce and master material initially introduced by the teacher;
- Keep the teacher informed of any special needs or problems of students;
- Assist in managing/guiding student behavior when needed;
- Regular and reliable attendance is an essential job function;
- Other duties as assigned by either the supervising teacher or administrator;

Reports to: Building Principal – Natalie Deeb-Hamame

Application Procedure:

- Interested, qualified applicants should forward the following:
- Formal letter of application; and
- Resume outlining qualifications; and
- Copies of transcripts and credentials

Apply To: Email complete application packet to natalie.deeb@keysacademies.com

Application Deadline: Until Filled

Keys Grace Academy does not discriminate on the basis of race, color, national origin, age, sex, marital status, religion, or disability. Concerns or questions should be filed with the Office of the Principal.