



# FENNVILLE PUBLIC SCHOOLS

"Educational Excellence, Community Atmosphere, Global Vision"

FIVE MEMORIAL DRIVE  
FENNVILLE, MICHIGAN 49408

## Job Posting

**POSITION:** Secondary Para-professional

**POSTING PERIOD:** April 22, 2022 until filled

**QUALIFICATIONS:**

1. High School Diploma required
2. Must be able to meet Highly Qualified requirements for Para-professional.

**REPORTS TO:** Mr. Paul Andrews, Fennville High School Principal

### PERFORMANCE RESPONSIBILITIES:

1. Ability to work with children and families of diverse backgrounds
2. Utilize excellent communication skills for effective collaboration with students, parents, and other professional staff members.
3. Work alongside student success team and administration to support students' academic and behavioral needs.
4. Supervise various spaces including, but not limited to the media center, hallways, cafeteria, parking lot
5. Facilitate the completion of make-up tests and missing assignments with teachers.
6. Assist administrator in course coordination including but not limited to monitoring student progress, open and closing courses, and aligning content to meet appropriate standards.

### Skills and Characteristics:

1. Achievement and Growth driven with extremely high standards for student achievement
2. Excellent oral and written communications skills
3. Problem-solving attitude with incredibly strong work ethic and humility
4. A joy of learning and leading with a sense of humor
5. Professional level of personal organization and planning
6. Willingness to respond positively to feedback with a solutions-oriented attitude

### Terms of Employment:

1. Employee must pass criminal background check
2. Hourly compensation in accordance with aide wage for FPS
3. May be required to pass para-professional assessment
4. Hours: Monday-Friday (school year) 7:30am-4:00pm

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Interested persons should submit a letter of interest to:

Paul Andrews, Fennville High School Principal  
5 Memorial Drive  
Fennville, MI 49408  
269-722-3455  
[paul.andrews@fennville.org](mailto:paul.andrews@fennville.org)

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*The Board of Education of Fennville Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities including employment opportunities.*

Posted: April 22, 2022

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Central Office  
(269) 722-3350  
Fax (269) 722-3351

High School  
(269) 722-3450  
Fax (269) 722-3451

Middle School  
(269) 722-3550  
Fax (269) 722-3551

Elementary  
(269) 722-3900  
Fax (269) 722-3851

Migrant/Bilingual  
(269) 722-3350  
Fax (269) 722-3351

Alternative Education  
(269) 722-3580  
Fax (269) 722-3581

Transportation  
(269) 722-3820  
Fax (269) 722-3821