

HRES, LLC
West Michigan Academy of Arts and Academics
Internal/External Posting

Position: 2 Part-time Early Literacy Interventionist/ Paraprofessional

Job Summary: Work with students in grades k-2 in small groups or one on one for reading interventions

Essential Duties and Responsibilities (other duties may be assigned):

- Take instruction from building administrator or Instructional Coach
- Meet with students in small groups or in the hallway to work on instructional areas based on their area of need.
- Lesson planning will be done with certified teachers

Knowledge, Skill, Ability, & Personality Traits:

- Establishes positive relationships with school personnel and stakeholders.
- Ability to communicate well at various levels.
- Evidence of positive attitude, high level of flexibility, and a strong work ethic.
- Ability to work independently with minimal supervision and manage multiple tasks.
- Evidence of high standards of ethics, honesty, and integrity in personal and professional matters.
- Maintain regular attendance, report to work neat and clean and on time, and complete tasks in a timely manner.

Qualifications: Bachelor's preferred/ Associates accepted. Prior experience working with students or children is desired. Must be able to pass criminal justice fingerprint/background check.

Compensation: \$10 - \$12 per hour, pay to be commensurate with qualifications and experience

Starting Date: ASAP

Contact: Please send or email letter of interest, resume, and any additional qualification information to:

Joanna Bennink, Director

jbennink@westmichiganacademy.org

17350 Hazel Street

Spring Lake, MI 49456

Phone: 616-844-9961

Fax: 616-844-9941

EOE: HRES is an Equal Opportunity Employer

Posted: February 19, 2019

Deadline: March 5, 2019 or until filled