



CLARE-GLADWIN
REGIONAL EDUCATION SERVICE DISTRICT
Excellence in Education Services

INTERNAL NOTICE OF POSITION VACANCY

Posting Date: August 15, 2019

POSITION TITLE: Paraeducator – Culinary Arts– Regular School Year

WAGES: According to MEA/ESP Contract

STARTING DATE: As Soon as Possible

HOURS: 7 hours per day; Monday - Friday

REPORTS TO: Classroom Teacher and Career Center Director

LOCATION: The Culinary Arts Program classroom is located at The Harrison City Market, Harrison MI.

QUALIFICATIONS REQUIRED:

- High school diploma or equivalent required
- Ability to work effectively with all students, including special education students
- Excellent communication skills with both students and other adults
- Organizational skills required for keeping tools, equipment and documents organized
- Physical stamina and ability to lift minimum of 50 pounds
- Basic technology skills, preferred
- Basic knowledge of commercial food preparation, preferred

PRIMARY FUNCTION: To assist teacher with students to supplement and reinforce instruction while providing a safe working environment.

APPLICATION DEADLINE:

Internal Deadline: 8-20-19

External Deadline: 8-26-19

(Position shall be filled per Master Agreement and/or as soon as an acceptable candidate is found.)

APPLICATION PROCEDURE: Apply electronically or download an application www.cgresd.net/employment.

Send Resume and completed Application to:

Clare-Gladwin Regional Education Service District
Attn: Human Resources
cghr@cgresd.net
4041 East Mannsiding Road
Clare, MI 48617
(989)386-3851

Statement of Compliance with Federal Law

The Clare-Gladwin Regional Education Service District Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Clare-Gladwin Regional Education Service District Board of Education that no person on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.