



Onaway Area Community School

4549 M-33 Hwy. Onaway, MI 49765

•Ph: (989) 733-4902 •Fax: (989) 733-4998

Robin Benson, Elementary Principal rbenson@oacsd.com

Working Together to Prepare Students for Life!

Elementary Para-Professional

Onaway Elementary School is seeking a dedicated and caring **full-time paraprofessional** to join our team. The successful candidate will support students in both individual and small-group settings while helping create a positive, inclusive, and supportive learning environment.

The paraprofessional may work with students who require academic, behavioral, social-emotional, and personal care support. Duties may include assisting students with personal care needs, including toileting assistance when necessary, supporting school-wide positive behavioral expectations, and providing additional assistance as identified by classroom teachers, grade-level teams, and administration.

Primary Responsibilities

- Provide a positive, welcoming, and supportive environment for all students consistent with school-wide academic and behavioral expectations.
- Provide instructional support to individual students and small groups under the direction of classroom teachers and other certified staff.
- Assist students with personal care needs, including toileting assistance when necessary.
- Support the implementation of individual student plans, behavior plans, and other interventions.
- Work collaboratively with teachers, administration, COP staff, and parents/guardians to support student success.
- Promote positive behavior and reinforce school-wide positive behavioral supports.
- Assist with maintaining a safe, orderly, and effective learning environment.
- Perform other duties as assigned by grade-level staff and administration to support the needs of students and the school.
- Participate in additional training as required based on student and school district placement.

Preferred Qualifications:

- High school diploma or equivalent required.
- Two years of college coursework or equivalent training required.
- Previous experience working with children is preferred.
- Ability to work effectively as part of a collaborative school team.
- Strong communication and interpersonal skills.
- Patience, flexibility, and a genuine desire to support student growth and success.
- Ability to maintain confidentiality and demonstrate professionalism.
- Willingness to participate in required training and professional development.

Please email a statement of interest along with your credentials to Robin Benson, rbenson@oacsd.com.

ONAWAY SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER

The Onaway School shall not discriminate in its policies and practices because of an individual's race, color, religion, sex, age, national origin, height, weight, marital status, political belief, disability or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity.

Any person suspecting a discriminatory practice should contact the Superintendent at Onaway Area Community Schools, 4549 M-33 HWY, Onaway, MI 49765, (989) 733-4950.