

## Forest Area Community Schools – Job Posting

**Title:** Elementary Paraprofessional  
**Reports to:** Building Principal  
**Date:** Posted 6-5-24; open until filled



**Description:** Forest Area Community Schools is seeking paraprofessionals at our elementary and middle school locations. Forest Area Community Schools is a small district in northern Michigan which serves around 520 students, PreK-12, in the communities of Fife Lake and South Boardman.

### Duties and responsibilities:

- Leading small group reading and math interventions
- Supervising lunch and recess
- Supervising online learners
- Assisting classroom teachers with instructional support
- Assisting in the academic and social-emotional development of our students

### Qualifications:

- Strong desire to build and maintain positive relationships with students of all ages
- Ability to collaborate with staff members in the supervision and instruction of students
- A high level of professionalism and organizational skills
- Commitment to lifelong learning
- Associate's degree or successful completion of equivalent Workkeys test

*Paraprofessionals work closely with the certified staff and principal, and are compensated according to the FAES contract. This position is for approximately 5.5 hours per day, not including school breaks. Hours may vary, but would be between the hours of 8:00 a.m. and 3:00 p.m.*

To apply for this position, please send a letter of interest and current resume to:

Mrs. Amberle Eaker  
Principal  
Fife Lake Elementary School  
108 Pierce St.  
Fife Lake, MI 49633

You may email your credentials to:  
[aeaker@forestarea.org](mailto:aeaker@forestarea.org)

If you have any questions, please call the Forest Area central office at (231) 369-4191.