

Forest Area Community Schools – Job Posting

Title: HS/MS Paraprofessional
Reports to: Building Principal
Date: Posted 2/10/25; open until filled



Description: Forest Area Community Schools is seeking paraprofessionals at our high school 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:

- Supervising lunch and recess
- Clerical/office duties
- 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 AFSCME 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 9:00 a.m. and 4:00 p.m.

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

Mr. Konrad Molter
Principal
Forest Area Middle/High School
7661 Shippy Rd.
Fife Lake, MI 49633

You may email your credentials to:
kmolter@forestarea.org

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