



# ATHENS AREA SCHOOLS

## JOB POSTING

TITLE: Paraprofessional (*1 on 1 aide for behavior support*)  
BUILDING: East Leroy Elementary  
HOURS: Hours and conditions as per contract

Position available for the 2025-26 school year.

Description: See attached job description.

For detailed job requirements, please contact  
East Leroy Elementary School  
Principal, Amy Hughes at 269.729.5419.

Letters of intent should be sent to:

Amy Hughes, Principal  
East Leroy Elementary School  
4320 K Drive S  
East Leroy, MI 49051

Email: [hughesa@athensk12.org](mailto:hughesa@athensk12.org)  
Telephone: 269.729.5419

DEADLINE: Until filled.

Posted: September 11, 2025



# Athens Area Schools

September 11, 2025

4320 K Drive S.,  
East Leroy, MI 49051  
(269) 729-5419 — [www.athensk12.org](http://www.athensk12.org)  
[East Leroy Elementary \(269\) 729-5419](mailto:EastLeroyElementary@athensk12.org)

**POSITION:** Paraprofessional *[1to 1 aide for behavioral support]*  
**LOCATION:** East Leroy Elementary, Athens Area Schools  
**REPORTS TO:** Building Principal

## GENERAL DESCRIPTION:

- This position requires an individual with the ability to establish positive rapport with students and their families. The individual working as a Paraprofessional must be able to take direction and work closely with other staff members such as teachers and administrators. Communication is a requirement with the Paraprofessional being adept in oral communication as well as written communication. Additionally, this position requires frequent meetings with school administrators, teachers, and other staff to communicate information, data, and alternative problem solutions. This position requires that the individual be self-motivated and a self-starter. Other duties as assigned.

## QUALIFICATIONS:

- Must have passed the ETS Parapro Assessment or hold the equivalent of an Associate's Degree from an accredited university.
- Previous experience in a similar role is preferred.

## ESSENTIAL PERFORMANCE DUTIES AND RESPONSIBILITIES:

- Background knowledge of working with young children.
- Assist the classroom teacher with the implementation of classroom activities and lesson plans, including the implementation of behavioral intervention plans.
- Attend weekly staff and team meetings and other meetings as appropriate and requested.
- Assist in planning and implementation of educational activities.
- Maintain student behavior through appropriate and approved interventions and approved techniques.
- Assist students in meeting educational goals while providing appropriate academic interventions as directed by the classroom teacher.
- Assist in the preparation of instructional materials for teaching and for display in the classroom.
- Independently lead small group activities.
- Assist instructional staff in the supervision of students during lunch and recess times.



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- Maintain documentation of student progress relative to student academic and non-academic goals and objectives
- Maintain confidentiality, including not interfering with teacher-parent communication.
- Adhere to all board policies.
- Supervise students when the teacher is not present.

#### Knowledge of:

- Academic, social, and behavioral characteristics of elementary level students.
- Behavior management and behavior shaping strategies, techniques, and methods, and conflict resolution procedures.
- Socio-economic and cultural background differences of the school population.

#### Ability to:

- Plan, organize, develop, and conduct a comprehensive teaching and instruction program for students at the elementary level.
- Implement appropriate and effective learning experiences provided by the classroom teacher for students from a wide range of socio-economic levels and cultural backgrounds.
- Assist in providing a motivating and stimulating learning environment.

#### **OTHER SKILLS and ABILITIES:**

- Ability to maintain composure under stressful conditions.
- Develop effective working relationships with students, staff, and the school community.
- Be able to meet multiple demands from several people.
- Ability to be a team player and be willing to work well with others.

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret professional periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, students, parents, and other personnel as appropriate.



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## **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **OTHER SKILLS AND ABILITIES:**

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives (school improvement plan goals) and the needs and abilities of students to whom assigned. Must have essential technology skills, i.e. skilled at PC computer, laptop, and other educational technology. Ability to establish and maintain effective working relationships with students, peers, parents, and other community members. Must possess the ability to speak clearly and concisely in written and oral communication. Must be able to meet multiple demands from several people. Must be organized and meet timeline requirements.

## **PHYSICAL DEMANDS:**

CPI training or willingness to be trained is a requirement. Safely and effectively implement approved crisis intervention and de-escalation strategies as trained by the district.

Maintain the physical stamina to stand, walk, bend, and move quickly in response to student behaviors throughout the school day. Follow a five point scale for behavior support. Remain calm and physically composed while ensuring the safety of all individuals in the environment.

Have the physical ability to safely intervene, guide, or block a child's aggressive actions when necessary to prevent harm to self, the student, or others (e.g., redirecting, holding materials, or positioning body between student and peers).





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## DEADLINE FOR SUBMISSION OF MATERIALS:

Until the position is filled.

Apply Online: <https://jobs.redroverk12.com/org/AthensAreaSchools>

## PLEASE SEND COVER LETTER, RESUME, CREDENTIALS, AND THREE REFERENCES TO:

Mrs. Amy Hughes, Principal  
East Leroy Elementary  
4320 K Drive S  
East Leroy 49051  
Telephone: (269) 729-5419

Or send in a PDF attachment via email to: [hughesa@athensk12.org](mailto:hughesa@athensk12.org)

*The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.*

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Athens Area Schools will comply with Titles VI and IX of the Civil Rights Act with Section 504 of the Rehabilitation Act of 1973 as amended. No person on the grounds of race, color, sex, national origin, or handicap will be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity.*

*The district will comply with the Michigan Handicapper's Civil Rights act of 1977 regarding employment and utilization of educational facilities without discrimination because of religion, race, national origin, age, sex, height, weight, marital status or handicap.*