



# MONTAGUE AREA PUBLIC SCHOOLS

EDUCATION IN THE RIGHT DIRECTION

4882 STANTON BLVD. • MONTAGUE, MI 49437 • TELEPHONE: 231-893-1515 • FAX: 231-894-6586

## Internal/External Job Posting

**Position:** LRE Aides (2 Openings)  
**Classification:** Hourly Employee  
**Terms:** Monday – Friday; 6.75 hours per day  
**Salary:** \$12.53 per hour; per MESPA Contract Agreement  
**Posted:** March 8, 2024  
**Closing Date:** Until Filled

**Montague Area Public Schools** has openings for LRE Aides at RRO Elementary.

### Education:

- Possession of a high school diploma or its equivalent
- And meets **ONE** of the following:
  - Associates degree or higher
  - Completed 60 credit hours
  - Passed Parapro Assessment
  - Willing to take a Parapro Assessment test.

### Experience:

- Previous successful experience working with children at the appropriate grade level preferred
- Prior experience working with special education students

### Responsibilities:

See attached job description

### Benefits Include:

Paid Vision, Dental, Life and AD&D Insurance  
Enrollment in State Retirement System  
Paid Time Off

### Applicants:

Interested candidates should send a letter of interest and resume or application to:

Krista Hams, Human Resources Coordinator

By Mail: Montague Area Public Schools  
4882 Stanton Blvd.  
Montague, MI 49437

Or E-mail: [humanresources@mapsk12.org](mailto:humanresources@mapsk12.org)

**MONTAGUE AREA PUBLIC SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** LRE Aide  
**REPORTS TO:** Principal  
**SUPERVISES:** Not Applicable

**GENERAL JOB FUNCTION:**

Under the direction of the implementing teachers and school administration, the LRE Aide will be responsible to assist the designated student(s) according to the student(s)' IEP(s).

**EDUCATION REQUIREMENTS:**

- Possession of a high school diploma or its equivalent
- And meets of ONE of the following:
  - Has an Associate's Degree
  - Has at least 60 CREDIT HOURS
  - Has passed a Parapro Assessment test.
  - Willing to take a Parapro Assessment test

**PREFERRED QUALIFICATIONS:**

- Previous experience providing academic support to struggling students using researched based programs and strategies
- First aid, CPR and CPI Certified

**ESSENTIAL JOB FUNCTIONS:**

- Supervise/manage student behavior according to IEP/BIP to maintain order in a consistent, firm, and friendly manner
- Assist teacher with student(s) as needed with planning, preparation, and distribution of classroom materials
- Conduct learning activities with student according to teacher direction and IEP
- Assist student with personal needs which may include feeding, lifting, assistance with toileting, and other personal needs
- Trained or willingness to be trained in CPI
- Assist students and staff with emergencies and drills in keeping with school safety plan
- Demonstrate the ability to:
  - Have well developed interpersonal skills
  - Maintain confidentiality
  - Have strong organizational skills, ability to multi task and meet deadlines
  - Motivate others and influence their behaviors
  - Collect and analyze appropriate data sources to inform decisions
  - Build a professional environment that is one of mutual respect, teamwork, and accountability
  - Work with at-risk students
  - Work effectively as part of a team
  - Assume responsibility for providing direct supervision to students
  - Accept directions from the teacher or principal and work cooperatively with others
- Must be regular in attendance and punctual in reporting to assignment
- Perform such other tasks and assume such other responsibilities as may be assigned

**NOTABLE PHYSICAL REQUIREMENTS:**

The employee must frequently lift and/or move the student and to be able to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. The position requires the individual to meet multiple demands from several people and interact with the public and with other staff. Occasional light to moderate lifting up to 50 pounds may be required.

**TYPICAL WORK ENVIRONMENT:**

The work environment is generally indoors with some outside work typical of those normally encountered in a public school setting.

**EVALUATION:**

The LRE Aide is evaluated by the Principal with input from appropriate teachers.

**WORK LOCATION(S):**

Most work is performed in the MAPS school buildings.

**TRAVEL EXPECTATIONS:**

Occasional assignments may require short trips to other MAPS facilities, the MAISD or elsewhere in the community.