



North Central Academy  
5055 Corey Rd.  
Mancelona, Mi 49659  
[www.northcentralacademy.net](http://www.northcentralacademy.net)

**Position:** Literacy Paraprofessional

**Reports to:** Jill Kettlewell, Principal, North Central Academy,  
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**Employed by:** Mitten Educational Management at North Central Academy

**Nature of the Position:**

The primary responsibilities of the Literacy and Math Paraprofessional is to create and implement targeted, supplemental instruction and support in reading, writing, and math skills for K-8th grade students who have been identified as needing additional academic support.

**Responsibilities of the Position:**

1. Subscribes to the motto: "Action Over Words, Service Over Self".
2. Works with students in small groups and individually to support students with reading, writing, and math concepts.
3. Be a fun and energetic presence in the school community.
4. Develop quality relationships and communicate effectively with students and staff members.
5. Assists in establishing a positive learning environment.

**Requirements for the Position:**

1. 60 credit hours of higher education. Teaching certification is welcome but not required.
2. Loves fun and taking risks.
3. Seeks positive impact with kids and community.
4. Celebrates briefly & grinds daily.
5. 10/10 attitude and work ethic each day.

**Pay/Other:**

Year-round salary. Benefits package includes the following: health insurance, 401K, dental and vision, life insurance coverage, a healthy living stipend to promote fitness, uniform allowance, and paid vacation days.