



North Central Academy
5055 Corey Rd.
Mancelona, Mi 49659
www.northcentralacademy.net

Position: Literacy Paraprofessional

Reports to: Jill Kettlewell, Principal, North Central Academy,
kettlewellj@northcentralacademy.net

Employed by: Mitten Educational Management at North Central Academy

Nature of the Position:

The primary responsibilities of the Literacy Paraprofessional is to create and implement targeted, supplemental instruction and support in reading and writing 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 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.