

**#54**

**BULLETIN - PLEASE POST**

TO: All Staff, Placement Agencies and Colleges  
FROM: Betty Savage  
Assistant Superintendent of Human Resources  
DATE: October 23, 2009  
RE: **Reading Excellence Tutor - Paraprofessional A-2**

**Muskegon Public Schools** has two (2) open positions for a Reading Excellence Tutor. Bluffton Elementary has an opening for 2 hours per day, Monday through Friday afternoons and Nelson Elementary has an opening for 3.25 hours per day, Monday through Friday. These are Paraprofessional A-2 positions. Step 1 for a Paraprofessional A-2 on the salary scale starts at \$11.38 per hour.

**Responsibilities:**

The primary function of this job is to provide reinforcement of reading concepts to identified elementary students by extending guided reading and word-making practice. Working knowledge of computers is required.

**Education:**

**All paraprofessionals** are required to have an associate's degree or higher degree in a related field; or have completed 60 semester hours; or passed the state approved test (WorkKeys).

For **external** candidates applying for this position, please fill out an application through our on-line applications system, **SchoolStream**. Go to the MPS website link listed below:

Website: [www.muskegonpublicschools.org](http://www.muskegonpublicschools.org)  
Link: Click on - Job Listings (at the top of your screen)  
Click on - Online Application Form  
Set up user name and password (1<sup>st</sup> time users)  
Click on – Application and fill out the General Application  
Click on – Job postings-Current  
Be sure to link your application to the appropriate job posting  
**(NOTE: If you do not link your application to the job posting, your application will NOT be considered.)**

Also, link the following information to the "Attachment" section of your application:

1. A cover letter stating your interest
2. A current resume listing experience, qualifications, plus other relevant information.

If you are an **internal** candidate and interested in applying for this position, please do so in writing to:

Betty Savage, Assistant Superintendent of Human Resources  
Hackley Administration Building – Room 104  
349 W. Webster Ave.  
Muskegon, MI 49440

**Internal candidates should also include a current resume listing experience, qualifications, plus other relevant information.**

**On or before 4:00 p.m., November 6, 2009.**

ks

*A:ReadingTutor54.doc*