

OCTOBER 20, 2023

THE EVART PUBLIC SCHOOLS HAS THE FOLLOWING POSITION (S) AVAILABLE FOR THE 2023-2024 SCHOOL YEAR:

**1 – MIDDLE SCHOOL RTC COORDINATOR/BEHAVIOR COACH
6.5 HOURS PER DAY/BASED ON STUDENT DAYS
(RTC Coordinator Classification \$15.86 Per Hour as Specified in EESPA Contract)**

(Highly Qualified=an associate's degree, 2 years college (60 credit hours), or passing the ETS Parapro Assessment Test)
(ETS Parapro Tests are available at the MOISD)

QUALIFICATIONS AND RESPONSIBILITIES OF THE ABOVE POSITION(S) ARE AS FOLLOWS:

1. JOB QUALIFICATIONS AND RESPONSIBILITIES: ATTACHED
2. REGULAR ATTENDANCE IS EXPECTED
3. IMMEDIATE SUPERVISOR: JASON O'DELL, PRINCIPAL
4. WORK LOCATION: EVART MIDDLE SCHOOL
5. PREFER EXPERIENCE WITH AT-RISK POPULATION

**FINGERPRINTING IS REQUIRED AT THE TIME OF EMPLOYMENT AT
THE EMPLOYEE'S EXPENSE**

IF INTERESTED IN THE ABOVE POSITION (S), PLEASE DIRECT LETTER OF INTEREST, RESUME, APPLICATION AND TRANSCRIPTS TO:

SHIRLEY HOWARD
EVART PUBLIC SCHOOLS
321 N HEMLOCK ST
EVART, MI 49631
howards@evartps.org
231-734-5594

DEADLINE: OCTOBER 30, 2023 OR UNTIL FILLED

We reserve the right not to accept applications after the deadline.

Evart Public Schools prohibits discrimination on the basis of religion, race, color, national origin, sex, age, weight, height, marital status or disability in its educational programs, activities or employment.

JOB DESCRIPTION

TITLE: Responsible Thinking Coordinator/Behavior Coach
REPORTS TO: Principal, Superintendent, or Designee
QUALIFICATIONS:

1. 2 years College(minimum of 60 credit hours) an associate's degree or passing the ETS Parapro Assessment Test. (ETS Parapro Tests are available at the MOISD.)
2. Demonstrates good negotiations skills.
3. Demonstrates good communications skills.
4. Ability to be self-directed.
5. Demonstrates proper English usage, punctuation, spelling, and grammar.
6. Demonstrates a sincere desire to assist all students and staff.
7. Ability to adapt to changing situations and conditions.
8. Ability to get along and relate with students, faculty and staff.
9. Ability to supervise individual students and groups of students (including special needs students) in context of educational and behavioral programming.
10. Experience in direct supervision of youths in organized programs and activities preferred.
11. Such alternatives to the above qualifications as the administration may find appropriate and acceptable.

GENERAL DESCRIPTION: To assist and support the students' development of responsible behaviors while in the school environment. The essential functions of the RTC coordinator may vary dependent upon the assigned building and the needs of the students.

ESSENTIAL FUNCTIONS:

1. Ability to work directly with students, staff personnel, principal and parents.
2. Ability to work with staff to modify and adjust progress, plans, and schedules when needed.
3. Demonstrates and promotes good social relationships between students.
4. Responds to students in a kind, fair, and interested manner.
5. Ability to reinforce and explain school rules to individual students.
6. Maintains respect at all times for confidential information.
7. Conducts other duties related to the aide's duties as assigned by the principal, superintendent, and/or designee of schools.

ADDITIONAL WORKING CONDITIONS:

- Occasional exposure to blood, bodily fluids, and tissue.
- Occasional interaction among unruly children.
- The employee shall remain free of any alcohol or non-prescribed controlled substances on the workplace throughout his/her employment in the District.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Evart Public Schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability or any other legally prohibited basis in admission or access to District programs and activities.

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