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: ELL Paraprofessional/Family Liaison
Classification: Hourly / MESPA Contract
Terms: 2026-2027 School Year; Monday-Friday; 5.75 hours/day
Posted: November 11, 2026
Salary: $17.60 per hour, Commensurate with experience
Closing Date: Until Filled

The English Language Learner (ELL) Paraprofessional supports students who are acquiring English as an additional language by assisting with language development, academic instruction, and classroom participation. Under the direction and supervision of certified teachers, the paraprofessional provides individual and small-group support to help multilingual learners access grade-level curriculum, strengthen their English language skills, and develop confidence and independence in the classroom. The position promotes an inclusive, supportive, and culturally responsive learning environment that values students' linguistic, cultural, and educational backgrounds. In addition, as the Family Liaison, the ELL Paraprofessional focuses on community outreach, translation, resources, and active parent partnerships.

Education / Qualification Requirements:

- Possession of a high school diploma or its equivalent
- And meets of ONE of the following:
  - Has an Associate's Degree or at least 60 CREDIT HOURS
  - Has passed a Parapro Assessment test or Willing to take a Parapro Assessment test
- Michigan Teaching Certificate, College or advanced training in education or a related field preferred
- Fluency in both English and Spanish, with the ability to translate spoken communication and written materials into Spanish
- Previous successful experience working with children, especially ELL Students at the appropriate grade level
- Typing and/or computer skills including knowledge of educational software, tutorial programs and word-processing.
- Previous experience administering WIDA assessments, preferred

Essential Job Functions:

- Assists students with assignments and learning activities by implementing teacher-directed lesson plans and reinforcing instructional concepts, learning objectives, and academic achievement
- Recognize and respect students' cultural, linguistic, and educational backgrounds
- Provides clerical and classroom support by preparing instructional materials, organizing supplies, maintaining classroom resources, preparing and maintaining student records and correspondence, and assisting with routine classroom communications
- Maintains strict confidentiality regarding all student, school-related, and other sensitive matters
- Monitors and supervises students in various school settings to promote student safety and maintain a positive learning environment
- Assists teachers in monitoring student needs, observing academic performance, and documenting student progress
- Help facilitate communication between students, teachers, and families when needed
- Participates in meetings, professional development, and in-service training to obtain/share information relevant to job responsibilities
- Maintain regular attendance and perform additional tasks and responsibilities as assigned

Benefits Include:

- Paid Vision, 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 at humanresources@mapsk12.org

The District has adopted the policies of Title IX regarding sex discrimination.
Montague Area Public Schools is listed as an equal opportunity employer