

DATE: August 4, 2026
TO: All Qualified Candidates
FROM: The Office of the Superintendent
REF: ELL PARAPROFESSIONAL
LOCATION: LAKELAND ELEMENTARY SCHOOL

QUALIFICATIONS:

- ❖ Knowledge of cultural and educational issues of students speaking one or more of the targeted languages
- ❖ Positive attitude toward students
- ❖ Empathy for students whose native language is not English
- ❖ Flexibility
- ❖ Able to maintain confidentiality
- ❖ Fluency in English and target language (preferred)
- ❖ Ability to work with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff
- ❖ Ability to assist certified staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities
- ❖ Provides additional assistance to individual students under the supervision of certified staff
- ❖ Assists other school personnel with language and culture issues as necessary as approved by the administration
- ❖ Familiarizes new ELL students with school and classroom procedures
- ❖ Provides academic support to ELL students in general classes
- ❖ To maintain excellent organization including lesson preparation, and monitoring student progress
- ❖ To attend all staff professional development and meetings
- ❖ To help maintain appropriate levels of student discipline, safety, and welfare during activities and instruction
- ❖ Perform related duties assigned

REQUIRED QUALIFICATIONS:

- ❖ Must Meet Michigan Department of Education Para-Professional Requirements (click the [hyperlink](#) for further information) – can be tested locally to qualify

HOURS: 29.25 PER WEEK/ 5 HOURS PER DAY (While school is in session)
MONDAY THRU FRIDAY

SALARY PER CESPA CONTRACT (Coldwater Education Support Personnel Association)

DEADLINE TO APPLY: AUGUST 14, 2026, or until filled

EXPECTED DATE OF HIRE: 2026-2027 SCHOOL YEAR, pending board approval

APPLY TO: SARAH NEUBECKER, PRINCIPAL
LAKELAND ELEMENTARY SCHOOL
235 WESTERN AVENUE
COLDWATER MI 49036
E-MAIL: neubeckers@ccscards.org

THIS NOTICE HAS BEEN POSTED LOCALLY & ON THE DISTRICT'S WEBSITE

The Coldwater Community School District is an equal-opportunity employer.
Its hiring practices are in compliance with Title VI of the Civil Rights Act of 1964,
Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973,
Subpart 84.5. No hiring practice shall discriminate against race, color, national origin, age, sex or handicap