



# Mason Consolidated Schools

2400 Mason Eagles Drive Erie, MI 48133

Andrew Shaw, Superintendent

PHONE: 734.848.9304 FAX: 734.848.3975

[www.eriamason.k12.mi.us](http://www.eriamason.k12.mi.us)

## INTERNAL POSTING

- Posting Date:** July 9, 2018
- Position:** Substitute Classroom Aides-LRE and/or Title I
- Location:** Central Elementary School and/or Mason Middle School
- Reports to:** Principal
- Wages:** \$11.00 per hour
- Work Hours/Days:** School year, student days only, approximately 4 hours per day
- Deadline to Apply:** Until Filled
- Start Date:** September 4, 2018
- Responsibilities:** Provide support to classroom teachers  
Lunchroom duties as assigned
- Qualifications:** Associate's degree or passing score on the ETS Parapro proficiency test as required to be Highly Qualified as required by Title I legislation  
Ethical and confidentiality standards of a certified teacher
- Criminal History:** All Employees of the Mason Consolidated School District are finger printed for a Michigan and FBI criminal history check. The processing fee of \$42.00 is the responsibility of the employee.
- Method of Application:** Letter indicating interest in the position, proof of credentials  
District application (available at [www.eriamason.k12.mi.us](http://www.eriamason.k12.mi.us)), resume
- Send information to:** Beth Sherman, Human Resources Specialist  
Mason Consolidated Schools  
2400 Mason Eagles Drive  
Erie, MI 48133  
[sherman@eriamason.k12.mi.us](mailto:sherman@eriamason.k12.mi.us)

*It is the policy of the Mason Consolidated School District that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Superintendent of Schools at the Mason Consolidated School District, 2400 Mason Eagles Drive, Erie, MI 48133 or call (734) 848-9304. APPROVED AUGUST 18, 2003*