



## Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190<sup>th</sup> Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2425-51

### NOTICE OF VACANCY

**Title:** Automated Manufacturing Technology Paraeducator

**Dept:** Career & Technical Education

**Start date:** August 18, 2025

Classification/FLSA: Non-union, Non-exempt

Duration: Full-time school year position

183 days + 8 paid holidays, 6 hours/day

Reports to: Principal of Career & Technical Education

Location: Mecosta-Osceola Career Center

**Position Summary:** The CTE Paraeducator provides instructional assistance in the Career & Technical Education Center's Automated Manufacturing Technology program.

#### Professional Requirements / Education and Experience

- Minimum of high school diploma required, plus 4,000 hours of work experience in manufacturing / related field within the last 10 years, or have at least 60 college credits.
- Demonstrated aptitude for working with high school-aged students, especially in the area of skill development and career readiness.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

#### Essential Duties

- Assist instructor with the planning and preparation of student materials, including:
  - Complementing instruction during class by helping students who may be having difficulty understanding or keeping up with requirements.
  - Supplementing instructions by working with individuals and small groups of students on follow up activities as specified by the instructor.
  - Reinforcing instruction by administering, under instructor supervision/direction, remedial and enrichment activities for individual and small groups of students.
- Assist with classroom management and student maintenance of discipline.
- Encourage and promote proper care and responsibility for equipment and materials.
- Be an excellent communicator, both written and spoken.
- Contribute, in a positive manner, to the overall quality and operation of the program
- Assume responsibility to transport self to assigned worksite(s), on and off campus, and maintain consistent, reliable and prompt attendance.
- Contribute to the overall quality and operation of the program in a positive manner.
- Other duties as assigned by the Assistant Superintendent of Career & Technical Education Services or designee.

### *Supporting Schools and Student Achievement*

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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**Compensation: \$18.96 hourly**

**Benefits:** Family medical, dental and vision; life/add & ltd, employee assistance program; MPSERS retirement plan; Paid sick and personal leave; Opportunities for professional development and advancement with tuition reimbursement available.

**Posting date: 04/21/2025**

**Application deadline: 05/31/2025 or until filled**

**Please submit cover letter, resumé with references, and applicable transcripts to:**

**Jessica R. Ross, Human Resources Coordinator**

Email: [jobs@moisd.org](mailto:jobs@moisd.org)

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