



Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2526-08

NOTICE OF VACANCY

Title: Welding & Fabrication Paraeducator

Program: Career & Technical Education

Start date: August 18, 2025 or as soon as possible

Classification/FLSA: Non-Union, Non-Exempt

Duration: Full-time school year position

183 days + 8 paid holidays, 6 hours/day

Reports to: CTE Principal

Location: Mecosta-Osceola Career Center

Position Summary: Paraeducator will serve as the instructional assistant in the Career & Technical Education Center's Welding & Fabrication program.

Professional Requirements / Education and Experience

- Possess a minimum of an Associate Degree and one year of work experience related to the program.
- Enjoy working with high school-aged students, especially regarding skills and career development.
- Demonstrated ability to work collaboratively with others to increase students' career readiness.
- Basic understanding of computers and other technology devices.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Essential Duties

- Assist the instructor with the planning and preparation of student materials, including:
 - a. Complementing instruction during class by helping students who may be having difficulty understanding or keeping up with requirements.
 - b. Supplementing instructions by working with individuals and small groups of students on follow-up activities as specified by the instructor.
 - c. Reinforcing instruction by administering, under the instructor's 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.
- 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 assigned by the Assistant Superintendent of Career & Technical Education Services or designee.

Compensation: Starting \$18.96 hourly

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

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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Posting date: 7/31/2025

Application deadline: 08/07/2025 or until filled

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

Dana Boglarsky, Human Resources Specialist

Email: jobs@moisd.org

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