



June 27, 2025

**PARAPROFESSIONAL
HEAVY EQUIPMENT / DIESEL MECHANIC PROGRAM**

TITLE: Paraprofessional - Heavy Equipment/Diesel Mechanic Program

CLASSIFICATION: Paraprofessional, Approximately 177 days during the school year - as per terms of the master agreement for Paraprofessionals

REPORTS TO: Principal and/or Assistant Principal of Career Tech

EFFECTIVE: September, 2025

EVALUATION: Performance will be evaluated by the classroom teacher and Supervisor.

Job Qualifications:

1. Must have at least two years' relevant work experience in the field and/or Associates Degree in a related field.
2. Must have the desire and ability to work with high school age students in a training environment.
3. Must have demonstrated math, written, and verbal communication skills.
4. Be able to work effectively with all ability levels of students.
5. Be willing to improve their skill in effectively working with students.
6. Motivated and enthusiastic about working with students, staff and business partners.
7. Maintain regular and reliable attendance.
8. Other duties assigned by the classroom teacher and/or supervisor.
9. Currently holds or can obtain a valid Michigan driver's license and has a motor vehicle record that is free of violations, at-fault accident, and major infractions.

Instructional Related Duties:

1. Complementing instruction (i.e. assisting the teacher during the lesson by helping pupils who may be having difficulty in understanding or in keeping up with class requirements.)

2. Supplementing instruction (i.e. assisting the teacher by working with individuals or small groups of pupils on follow-up activities specified by the teacher).
3. Reinforcing instruction (i.e. assisting the teacher by administering, under supervision and direction, remedial, drill activities or enrichment activities for individuals or small groups.)
 - a. Supportive - encourages students
 - b. Reinforce primary instruction
 - c. Help students relate to others
 - d. Assist students with assigned tasks
 - e. Help the instructor plan an individualized curriculum for individuals and/or small groups of special needs students.
 - f. Oversee student crews
 - g. Work individually with students in learning safety rules
 - h. Help students with identification and use of tools and equipment
 - i. Help with individual evaluation of special needs students
 - j. Give individual and small group demonstrations
 - k. Review materials with students
 - l. Read tests for students if appropriate

Additional Responsibilities:

1. Transport students to and from Career Tech to AIS Construction Equipment in Williamsburg, MI.
2. Assist teacher in maintenance of discipline.
3. Encourage and promote proper care and responsibility for equipment and materials.
4. Assist the teacher in preparation of materials.
5. Assist or supervise individuals or small groups of students in drills or practice needed in developing a concept or skill which has been introduced by the teacher.
6. Assist with keeping individual student's data records which are assigned to them by the teacher.
7. Report any concerns, questions, or conflicts regarding a student, the school program, or working situation to the teacher or assistant principal.
8. Report to the teacher either verbally or in writing any student behaviors which are inappropriate.
9. Be flexible and adaptable.
10. Attend meetings at teachers' request.
11. Talk with parents about their child only after consulting with the teacher.
12. Undertake other appropriate activity assigned by the teacher.
13. Be aware of basic program needs and general problems.

14. Assist with clerical work.

Essential Job Functions:

1. Work effectively as a team within Northwest Education Services.
2. Problem-solve in a professional constructive manner.
3. Demonstrate effective interpersonal and teamwork skills.
4. Represent North Ed in a positive professional manner.
5. Identify and work to prevent bias, prejudice, discrimination and oppression that interfere with individual rights in the educational process.

Anyone interested in this position should apply directly on-line at www.northwested.org under employment opportunities. Applicants applying on-line can include as an attachment their cover letter, resume and transcripts. Posting deadline: until filled.

C: Bulletin Boards at:

Administration Building	MESPA Rep.	Bridgeway
Career-Tech	Life Skills Center	Creekside
Admin East	New Horizons	

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of Northwest Education Services that no person shall, on the basis of race, color, national origin, age, religion, gender, height, weight, marital status, familial status, disabling condition or any other reason prohibited by federal, state or local law be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity and in employment.