



North Muskegon Public Schools
Position Posting
October 13, 2025

Para-Professional Elementary School

25 hours weekly (daily hours to be determined)

- Must be able to lift 40-70 lbs.
- Must be able to be physically active with students (up and down on the floor).
- Must be willing and capable of maintaining documentation and collect data.
- Working within the philosophy of the mission and goals for the school is expected.
- TCIS training preferred and/or a willingness to be trained.
- Associates degree or Certification from the MDE is required (testing information attached).
- Provide assistance to special education students with academic, communication, assistance with personal care as needed and behavior needs. Assist with implementation of IEP, objectives and goals, communication, emotional, behavior, academic goals, social goals, and visual schedules. Must be physically able to manage safety needs due to development risks and physical behavior of children. Assist with documentation and data collection for behavior interventions plans per the guidance of the case manager. Provide support for other students receiving special education services in the grade level as needed.

Hourly wage \$ 16.00

If qualified & interested, persons should apply with letter of interest and resume to:

Mr. Jonathan Allen
North Muskegon Public Schools
1600 Mills Avenue
North Muskegon, MI 49445

Email: jallen@nmps.net

Deadline to apply: Until filled

Non-Discrimination Policy

It is the policy of North Muskegon Public Schools that no person shall, on the basis of race, color, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during any program or activity or in employment.



ETS Praxis® Paraprofessional Testing

Instructions

To register for the ETS Praxis Parapro test, please see the table below to access the registration websites for our various testing locations, and register for one session, please. **The test fee is \$65 payable with debit/credit or cash (exact change required) and is non-refundable.**

You will be emailed some helpful documents once registered. If any questions remain after reviewing these, feel free to email your questions or call and leave a message. If you do not receive it or cannot open the attachments, please check your alternate inboxes, and contact us.

County of Preference	Location:	Registration site
Allegan County Steve Machiele smachiele@westmiworks.org	West Michigan Works! 3255 122 nd Ave Allegan, MI 49010	https://www.eventbrite.com/e/allegan-ets-parapro-registration-west-michigan-works-registration-159178371795
Barry County Steve Machiele smachiele@westmiworks.org	West Michigan Works! 130 E State St. Hastings, MI 49058	https://www.eventbrite.com/e/barry-ets-parapro-registration-west-michigan-works-registration-159180518215
Kent County Amy Abramajtyś aabramajtyś@westmiworks.org	West Michigan Works! 215 Straight Ave NW Grand Rapids, MI 49504	https://www.eventbrite.com/e/kent-county-ets-praxis-parapro-65-test-fee-registration-699592338517?aff=699592338517?aff=oddtcreator
Muskegon County Pam Schuiteman pschuiteman@westmiworks.org	West Michigan Works! 316 Morris Ave. Muskegon, MI 49440	https://www.eventbrite.com/e/muskegon-ets-praxis-parapro-65-test-fee-registration-717791582947?aff=oddtcreator
Ottawa County Kim Hatch Khatch@westmiworks.org	West Michigan Works! 12331 James St. Ste 130 Holland, MI 49424	https://www.eventbrite.com/e/ottawa-ets-praxis-parapro-registration-65-test-fee-registration-673658790577?aff=oddtcreator

****Test dates and times are subject to change; see websites for current options****

- If unable to use the website, please email or leave a message at 616-336-3982 with the following information:
 - First and Last Name (with spelling, if needed)
 - Date of Birth; year is not needed.
 - Email and Phone Number
 - School district referring you and contact if you have one

Tips & Information

- You must be registered in the Pure Michigan Talent Connect website to test. Your account can be created or updated quickly on test day, so please arrive 10-15 min. early.
- Testing and registering can take up to 3 hours, but you have 2.5 hours to take ETS.