

North Central Area Schools

P. O. Box 159 | W5465 East Third Street, Hermansville, MI 49847

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Dr. Travis Depuydt, Ed.D., Superintendent/K-5 Principal
Donny Bianco, 6-12 Principal
Amanda Norkoli, Dir. of Online Learning/At-Risk Coord.

Wendy Granquist, Business Manager
Lisa Harry, School Counselor

July 22, 2025

Notice of Vacancy

North Central Area Schools is seeking a **Title I Lead Aide** to provide academic support to students and assist in the coordination of Title I interventions across grade levels. This role involves working directly with students, supporting instructional staff, and helping to organize and monitor program materials and data collection.

Primary Responsibilities

- Provide small-group and/or one-on-one academic support in reading and/or math for students in grades K-5
- Collaborate with the K-12 At-Risk Coordinator to organize and maintain Title I intervention schedules and daily operations
- Collaborate with classroom teachers and support staff to meet student needs
- Maintain intervention records and assist in tracking student progress
- Prepare materials and organize resources for Title I instruction
- Support communication between interventionists and classroom teachers
- Assist with family engagement activities related to Title I
- Serve as a point person for Title I aides under the direction of the K-12 At-Risk Coordinator

Required Qualifications:

- High school diploma or GED
- Must meet federal paraprofessional qualifications (60+ college credits, associate degree, or passing score on the ETS Parapro or equivalent assessment)
- Experience working with children in an educational setting

Preferred Qualifications:

- Prior experience in a Title I program or intervention setting
- Familiarity with reading and math instructional strategies

Interested individuals should send a letter of application, resume, transcripts, and references to North Central Area Schools, PO Box 159, Hermansville, MI 49847, Attn: Mrs. Amanda Norkoli, At-Risk Coordinator or by email: anorkoli@ncajets.org

Application deadline: July 30, 2025 3:00PM CDT