

Come Join Our Team!

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| POSITION: | Secondary Extended School Year (ESY) Paraprofessional |
| LOCATION: | East Lansing High School OR MacDonald Middle School |
| SALARY: | \$22.50 per hour |
| WORK YEAR: | Summer 2025 |
| START DATE: | June 16 – July 18 (M, T, W, TH) 7:45 AM – 11:15 AM; June 9 is move in and training day - 2 hours; July 18 is move out day – 2 hours (no school June 19 and June 30 – July 4) |
| REPORTS TO: | Director of Special Education |
| APPLICATION DEADLINE: | May 21, 2025 |

General Summary

In accordance with the established policies and procedures of the East Lansing Public School District, the Secondary Extended School Year (ESY) Summer School Paraprofessional will be responsible for supporting end of year services as written in student IEPs and supporting best practice instruction in literacy, mathematics and social emotional learning for students in the summer learning program. Daily, intensive, small group and one on one instruction is required, balanced with creating a fun “summer camp” environment. Regular formative and summative assessment checks will be required to measure student progress. Teachers will receive training on a data portal to log student learning data. Administrators are looking for teachers who understand the critical value of this extra time with students and are committed to helping students make significant progress in their learning.

About the Role

1. Displays a high degree of knowledge in providing support at the secondary level and is continuously improving competence.
2. Organizes or supports learning activities to provide varied classroom activities that are congruent with educational goals and objectives.
3. Applies sound principles of learning and motivation in the planning, delivery and assessment phases of instructional delivery.
4. Uses technology as a tool within the classroom and as a management tool.
5. Establishes healthy relationships with students and staff and models respect for and acceptance of all persons in the summer school setting.
6. Establishes healthy relationships with families and the community.
7. Maintains professional ethics and responsibilities including participation in the total summer school program and in summer school themes and activities.
8. Displays commitment to the summer program philosophy of intense targeted instruction balanced with a fun “summer camp” environment.

9. Submits student progress data through a summer learning data portal on a daily basis.

Education, Knowledge and Skills Required

1. A high school diploma or equivalent is required.
2. The demonstrated ability to use basic office and audiovisual equipment is required.
3. The demonstrated ability to communicate verbally and in writing is required.
4. The demonstrated ability to work with students at varying age/developmental levels is required.
5. The demonstrated ability to work with computer programs including basic word processing is desired.
6. The ability to carry out lesson plans for small groups and/or individual students or modify lesson plans or materials as needed is required.
7. The ability to push and/or pull up to 220 pounds on a wheeled cart is required.

About Us

East Lansing Public Schools, home of Michigan State University (MSU) and a neighbor to the state capital, is seeking a dynamic individual to work in our highly diverse school district. This individual must love kids, have a passion for their success, be a collaborative team player, have a deep understanding of best practices for teaching and learning and engage all students in the learning process. Come work in a district that has built six new elementary schools with state-of-the-art instructional and sustainable enhancements, has multiple partnerships with MSU, encourages continuous professional growth and learning and is highly supported by its families and community!



Why Join ELPS

- ✓ Commitment to creating a positive learning experience for all students
- ✓ Diverse education community
- ✓ Competitive compensation and benefits
- ✓ Collaborative and supportive environment
- ✓ Robust professional development opportunities

How To Apply

Please use the following link to complete a google interest form: <https://bit.ly/elpsummeresypara25>,

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII 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, and the Americans with Disabilities Act of 1990, it is the policy of the East Lansing Public Schools that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, East Lansing Public Schools has appointed a Title IX Coordinator. Any questions, suggestions or complaints should be directed to:

Rulesha Glover-Payne
Chief Human Resources Officer and Title IX Coordinator
East Lansing Public Schools
509 Burcham Drive
East Lansing, Michigan 48823

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