ANNOUNCEMENT OF VACANCY

Human Resources, East Lansing Public Schools
501 Burcham Dr., East Lansing, MI 48823
(517)333-7439 Fax (517)333-7470

June 26, 2020 **INTERNAL POSTING**

POSITION: Special Education Paraprofessional (Resource Room) – 2.0 FTE
LOCATION: MacDonald Middle School
HOURS: 35 Hours/Week
RATE: In accordance with contractual agreement

GENERAL DESCRIPTION:
The Special Education paraprofessional will perform duties under the direct supervision of the special education teacher, teacher consultant or building principal. The paraprofessional will be evaluated by the building principal. The role of the paraprofessional is to assist the teacher with teaching-related activities as well as non-teaching activities. The activities are planned by the special education staff who is responsible for their management. The duties listed below are not all-inclusive but are indicative of the major responsibilities of this position.

RESPONSIBILITIES UNIQUE TO THIS POSITION:

- Provides group or individualized academic instruction, remediation or guided practice using instructional objectives and lessons developed by the teacher.
- Implements program-wide and individual student behavior intervention programs, including monitoring behavior data collection, preparing incident reports, physical intervention and reward system under the direction of classroom teachers.
- Supervises and monitors students within non-structured settings (i.e. arrival, departure, lunch and recess).
- Collects information on and summarizes student progress toward achievement of IEP goals/objectives under the direction of classroom teachers.
- Assists in the development, maintenance, and adaptation of instructional materials under the direction of classroom teachers.
- Records attendance, maintains records, and performs other clerical tasks under the direction of classroom teachers.
- Assists in the use of instructional technology under the direction of classroom teachers.
- Clean and sanitize classroom equipment according to district standards.
- Supervises students under teacher direction within school or community based instructional settings.
- Assumes other duties and responsibilities as assigned by classroom teachers or the supervising administrator.

QUALIFICATIONS:

- A high school diploma or equivalent is required.
- Must have (1) completed 60 semester hours of instruction of higher education, (2) obtained an associate's (or higher) degree, or (3) met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).
- Training and experience working with children having autism spectrum disorders is preferred.
- The demonstrated ability to use basic office and audiovisual equipment is required.

- The demonstrated ability to communicate verbally and in writing is required.
- The demonstrated ability to work with students at varying age/developmental levels is required.
- The demonstrated ability to work with computer programs including basic word processing is desired.
- The ability to carry out lesson plans for small groups and/or individual students or modify lesson plans or materials as needed is required.
- The ability to push and/or pull up to 220 pounds on a wheeled cart is required.
- The ability and willingness to participate in and implement CPI training and other relevant training.
- May be required to assist with Community Based Instruction activities, depending on the student's IEP.

Application deadline: **July 9, 2020**

Application procedure: A cover letter via e-mail to:

Richard Long, Human Resources Specialist
Michele Huisgen, Administrative Assistant

East Lansing Public Schools will comply with Titles V1 and IX of the Civil Rights Act with section 504 of the Rehabilitation Act of 1973 as amended. No person on the grounds of race, color, sex, national origin, or handicap will be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity.

The district will comply with the Michigan Handicapper's Civil Rights act of 1977 regarding employment and utilization of educational facilities without discrimination because of religion, race, national origin, age, sex, height, weight, marital status or handicap.