



# Notice of Vacancy

South Lyon Community Schools  
345 S. Warren  
South Lyon, MI 48178

**PLEASE POST!**  
**Internal/External Posting**

**POSITIONS:** **Building Para-Educator (SE11)**

**LOCATION:** Bartlett Elementary

**QUALIFICATIONS:** Please see attached

**TERMS OF EMPLOYMENT:** 9:00AM – 1:00PM Monday through Friday (20 hours per week)

**RATE OF PAY AND FRINGES:** Per Master Agreement

**BEGINNING DATE:** 2017-18 School Year

**DEADLINE FOR APPLICATION:** Internal: May 5, 2017  
External: Until filled

**APPLICATION:** Send letter of interest and resume to:  
  
**Submit letter of interest or transfer request to:**  
Maureen Altermatt, Assistant Superintendent of Administrative Services  
[altermattm@slcs.us](mailto:altermattm@slcs.us)  
South Lyon Community Schools  
345 South Warren  
South Lyon, MI 48178  
Ph. (248) 573-8140  
Fx. (248) 437-8928

**DATE OF POSTING:** May 1, 2017

**Building Para-Educator  
Job Description  
2017-2018**

**Job Summary:** The primary goal of the building para-educator is to support individual elementary building communities in a variety of ways.

**Major Tasks and Responsibilities**

**Health**

- Supports implementation of Emergency Medical Care Plans
- Supports implementation of Health Related Section 504 Plans
- Receives medications in accordance with District policy and procedures and keeps accurate documentation of medications received
- Consults with RN regarding physician recommended dosage, schedule for administration, how to monitor for potential side effects, and other pertinent data regarding medication
- Administers and records each administration of medication as required by the District and individual healthcare plans and per District policy
- On a timely basis, notifies RN and District administration of serious incidents, significant health problems
- Reports all suspected abuse/neglect as mandated
- Performs all other health-related work delegated or required at each building as assigned by building and District administrators
- May NOT perform any procedure which is prohibited by any law or regulation.

**Academic**

- Supports implementation of specific fine motor tasks (e.g., cutting and pencil grip)
- Supports implementation of academic support interventions
- Reinforces literacy skills
- Implements specific sensory motor activities

**Social Emotional**

- Implements positive behavioral interventions
- Implements preventative and supportive interventions (with CPI training)
- Assists with visual schedules and supports throughout the school

**General**

- Maintains confidentiality of student information
- Seeks clarification of directives as necessary
- Works collaboratively and accepts direction from administration
- Satisfactory oral and written communication skills

- Reviews and follows all Board of Education Policies and expectations.
- Duties as otherwise assigned.

**Minimum Education & Experience Requirements:**

Age of 18 year or older

Meets all district employee requirements for hire

Current CPR certification preferred (training will be provided as needed)

Basic First Aid - Red Cross preferred (training will be provided as needed)

Experience with or understanding of prevention, symptoms, and responses to the following emergency conditions is preferred (training will be provided):

- Seizures
- Asthma
- Anaphylaxis
- Diabetes

**Reports to: Director of Special Education/Building Principal and/or Designee**