



Notice of Vacancy

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

PLEASE POST!
Internal/External Posting

POSITIONS: **Building Para-Educator (SE12)**

LOCATION: Bartlett Elementary

QUALIFICATIONS: Please see attached

TERMS OF EMPLOYMENT: 11:00AM – 3:00PM 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
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