



Notice of Vacancy

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

PLEASE POST!
Internal/External Posting

POSITIONS: **Building Para-Educator (SE32)**

LOCATION: Dolsen Elementary – Portable Classrooms

QUALIFICATIONS: Please see attached

TERMS OF EMPLOYMENT: Monday through Friday 8:40AM-4:00PM
6.83 hours per day / 34.15 hours per week

RATE OF PAY AND FRINGES: Per Master Agreement

BEGINNING DATE: 2017-18 School Year

DEADLINE FOR APPLICATION: Internal: May 10, 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 4, 2017

**Building Para-Educator Assigned to the Portable Classrooms
Job Description
2017-2018**

Job Summary: The primary goal of the building para-educator assigned to the portable classrooms is to ensure the safe transportation of students to and from the portable classrooms and to support the elementary building community in a variety of ways.

Major Tasks and Responsibilities

Primary:

- Ensures the safe transportation of students attending classes in the portable classrooms to and from the main building.
- Supervises the entire lunch recess block, assigned to the portable classrooms.
- Schedule and duties vary, determined by the needs of students across the K-5 building.

Social Emotional

- Provides direct support for students based on their social-emotional needs across the K-5 building, as directed by the building principal, in consultation with the classroom teacher and support staff.
- Assists with behavior supports throughout the school.
- Implements preventative and supportive interventions (with CPI training).

Academic

- Supports implementation of academic support interventions
- Reinforcement of learning one on one or in a small group
- Implements specific sensory motor activities

General

- Maintains confidentiality of student information
- Seeks clarification of directives as necessary
- Works collaboratively and accepts direction from administration or designee
- 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

Reports to: Building Principal and/or Designee