



# Notice of Vacancy

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

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

**POSITIONS:** Special Education Paraeducator (SE61)

**LOCATION:** Early Childhood Center

**QUALIFICATIONS:** Please see attached

**TERMS OF EMPLOYMENT:** Monday-Wednesday 8:30 a.m. – 4:00 p.m.  
Friday 8:30 a.m. – 12:00 p.m. (17.5 – 21 hours per week)

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

**BEGINNING DATE:** As Soon As Feasible

**DEADLINE FOR APPLICATION:** Internal: September 11, 2017  
External: Until filled

**APPLICATION:** Send letter of interest and resume to:  
  
Susan Toth, Director of Special Education [toths@slcs.us](mailto:toths@slcs.us)  
62500-B W. Nine Mile Road  
South Lyon, Michigan 48178  
Ph. 248-573-8220  
Fx. 248-437-8438

**DATE OF POSTING:** September 5, 2017

**SOUTH LYON COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**SPECIAL EDUCATION – PARAEDUCATOR (CI)**

**QUALIFICATIONS:**

1. Shall have two years of study at an institution of higher learning or an associate's degree (or higher) or a passing score on either the Basic Skills Test of the Michigan Test for Teacher Certification or the Work Keys Assessment.
2. Shall have experience working with children.
3. Shall have the following personal qualities: warmth, patience, consistency, tolerance, empathy, energetic, in good health and flexibility.

**REPORTS TO:**

Director of Special Education, Principal and Supervising Teacher

**RESPONSIBILITIES:**

**SMALL GROUP INSTRUCTION**

1. Leading games and drills.
2. Reinforcement of learning.
3. Reading and storytelling.
4. Demonstrating and reinforcing good manners.
5. Relating pertinent experiences.
6. Directing students in programmed instruction.
7. Utilization of special skills of aide, i.e. cooking, crafts, etc.

**HEALTH/BEHAVIOR ISSUES DUTIES**

1. After training, performs health care responsibilities as necessary including but not limited to catheterizing, suctioning, tube feeding, lifting, diapering, physical management, and administration of medication.
2. After training, implements Behavioral Intervention Plans and behavior supports.

**TUTORING**

1. Individual reinforcement.
2. Exercises with physically handicapped.
3. Language encounters.
4. Drill work.
5. Supervising work and play.

**SUPERVISORY DUTIES**

1. Supervision of groups in teacher directed activities.
2. Assisting the special education students in a general education setting, i.e. moving throughout the building, loading and unloading children, using building facilities.
3. Assisting the special education students with self-help skills (bathroom, dressing, diaper changing).

CLERICAL

1. Typing.
2. Duplicating.
3. Charting of behaviors and academic progress.
4. Materials management.
  - a. Filing
  - b. Cataloging
  - c. Collecting
  - d. Repair
  - e. Production
5. Distributing materials and papers.
6. Checking out books in the library.

OTHER

1. Assist with “Essential Elements and Extended/Grade Level Content Expectations”.
2. Assisting in general room appearance.
3. Displaying pupil work, bulletin board, hall display.
4. Helping with children's clothing, supplies, desk and locker maintenance.