



## Mount Clemens Community Schools

### **Open Position: Academic Support Paraprofessionals (*Three Positions: CI Classroom Assistants*) (*Lower Elementary, Upper Elementary, and Secondary Complex*) (EduStaff Position)**

Deadline: **Until Filled**  
Start Date: **ASAP**  
Salary: \$15 to \$18 per hour  
Location: Seminole Academy  
Work Days: Full Time; 40 hours/week  
Reports To: Building Principal

#### **Summary:**

Under the supervision of the assigned teacher, this para-professional will work in close collaboration with the teaching staff to provide high-quality academic literacy and/or math interventions.

#### **Essential Duties and Responsibilities – Other duties may be assigned:**

- Experience working with students at the assigned grade levels.
- Ability to establish good public relations with students, parents, and staff.
- Availability and willingness to work a flexible schedule.
- Understands student needs, ability, and desire to work with students with disabilities.
- Ability to attend to the behavioral needs of students while following prescribed behavioral management or instructional programs.
- Physically able to perform the duties of this position, including running/walking, bending, lifting, twisting, and responding to the physical needs of the students.
- Ability to assist in the development and implementation of individualized education programs.
- Ability to maintain composure during stressful situations.
- Works with individuals or small groups of students on follow-up activities specified by the teacher.
- Administers, under supervision and direction, remedial or drill activities for individuals or small groups.
- Supervises and assists students in the classroom while the teacher works with other students in small groups or individually.
- Complies with State Law and District policies and regulations.
- Assists teacher with student needs; may include feeding, lifting, transferring, and other learning activities.
- Assists in other physical ways as identified by the IEP 504 or Medical Plan.
- Attends district workshops as directed.
- Maintains confidentiality, unquestionable integrity.
- Responsible for maintaining regular and reliable attendance.
- Performs such other duties as may be assigned by the teacher or administrator.

#### **NON EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

It is the policy of the Mount Clemens Community School District that no person shall, on the basis of race, religion, color, national origin, gender, age, height, weight, marital status, or disability, be excluded from participation and be denied benefits, or be subjected to discrimination under program or activity and in employment. Further, the Mount Clemens Board of Education strictly adheres to provisions of Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990 and all Michigan Department of Education policies and regulations prohibiting discrimination.



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### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- High school diploma or equivalent.
- For some paraprofessional positions, 60 hours of college credit or a high school diploma and passing state or local tests designed to demonstrate knowledge and ability in subject areas as defined by NCLB requirements (For example, work keys) may be required.

Please direct any questions regarding the position to Jennifer Daws at [HR@mtcps.org](mailto:HR@mtcps.org)

Persons who are interested in this position should submit letters of interest, resumes, credentials/certification, and a list of references in one document via email above or

Mail them to:

***Human Resource - Mount Clemens Community Schools  
167 Cass Avenue  
Mount Clemens, MI 48043***

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