



Mount Clemens Community Schools

Open Position: Academic Support Paraprofessional – Special Education (EduStaff Position)

DEADLINE: Until Filled

START DATE: ASAP

SALARY: \$18 per hour

LOCATION: Seminole Academy & Secondary Complex

REPORTS TO: Building Principal/Special Populations Coordinator

Summary:

Under the supervision of the assigned teacher/ancillary staff, performs duties and assumes responsibilities affecting the educational, social-emotional and physical needs of handicapped students.

Qualifications:

- High school diploma or equivalent.
- 60 hours of college credit or High school diploma and passed 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 for some paraprofessional positions.

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.
- Understands student needs, abilities, and desires 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.
- Under supervision and direction, administer 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, including feeding, lifting, transferring, and other learning activities.
- Assists in other physical ways as identified by the IEP 504 or Medical Plan.
- Maintains confidentiality and unquestionable integrity.
- Responsible for maintaining regular and reliable attendance.
- Performs such other duties as may be assigned by the teacher or administrator



Mount Clemens Community Schools

Please direct any questions regarding the position to Jennifer Daws HR@mtcps.org and/or

Alyssa McNamara, Special Population Coordinator. mcnamaraa@mtcps.org

Kelley Metter, EduStaff Liaison. metterk@mtcps.org

Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references in one document via email above. And be an EduStaff Employee or willing to become one.

AN 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.