



MOUNT CLEMENS COMMUNITY SCHOOLS

167 CASS AVENUE • MOUNT CLEMENS, MICHIGAN 48043

(586) 469-6100 • FAX (586) 469-5569

MONIQUE BEELS, SUPERINTENDENT

POSITION: Academic Support Paraprofessionals

POSTING DATE: January 11, 2021

DEADLINE: Until filled

START DATE: 2020-2021 School Year

LOCATION: Seminole Academy

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 interventions in literacy and/or math.

ESSENTIAL DUTIES:

- Experience working with students at both the elementary and secondary level.
- Ability to establish good public relations with students, parents, staff.
- Availability and willingness to work a flexible schedule.
- Understands student needs along with ability and desire to work with students with disabilities.
- Ability to attend to 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 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 teacher is working 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.
- Attends district workshops as directed.
- Maintains confidentiality, unquestionable integrity.
- Responsible to maintain regular and reliable attendance.
- Performs such other duties as may be assigned by the teacher or administrator.

QUALIFICATIONS:

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 the essential functions.

- High school diploma or equivalent.
- 60 hours of college credit or High school diploma and passed state or local test designed to demonstrate knowledge and ability in subject areas as defined by NCLB requirements (example: Work Keys) may be required for some paraprofessional positions.



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