



Notification of Posted Position

## **Special Education Paraprofessional**

### **Kearsley High School**

*up to 35 Hours/Week - Student Days - \$13.23-\$16.15/hour dependent upon qualifications*

#### **Responsibilities Include:**

- Provides program support in instructional and related activities in the assigned area of responsibility for students with disabilities under the direction of certificated, licensed and ancillary staff
- When requested, may be included as a participant in Individualized Education Program Team (IEPT) meetings
- Assists with the implementation of instructional activities based on student goals and objectives as written in the Individualized Education Plan
- Reinforces, supplements and accommodates the regular education curriculum under the direction and supervision of certificated, licensed and ancillary staff
- Provides input to behavior intervention plan meetings and/or other meetings with staff and/or parents for the development of individualized behavior intervention plans for students, as requested
- Manage daily communication log between home and school
- Assists with daily note taking and accommodation of assignments and assessments consistent with IEP
- Implements established procedures and interventions in accordance with individualized behavior intervention plans and district policies/guidelines which includes data collection
- Assists in the operation of adaptive equipment/technology.
- Assists with lifting and movement of students as needed
- Assists with meals, play, recreational and other activities, as required, in the assigned area of responsibility
- Assist with health care and personal care needs of students
- When requested, may ride the special education bus at the beginning and end of the school day
- Performs other related duties and responsibilities as assigned by teacher or school administrator
- Demonstrates mental/physical ability and stamina for meeting requirements for this position
- Participate in training pertinent to the assigned position
- Regular attendance and punctuality is required
- Additional duties/buildings as assigned

## Qualifications:

- Provide a list of work and personal references
- Good oral and written communication skills
- Must successfully complete a LiveScan Criminal Records Check

## Application Process

External applicants will submit their application through [GECS](#). Applications should include a letter of interest/cover letter, resume, transcripts (if applicable), and three letters of recommendation.

Internal persons interested in the above position should write a letter of intent to [Kelli-Ann Fazer](#), Director of Student Services.

*The Kearsley Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Kearsley Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.*

**Must Be Posted in Three Locations**

Job ID 1957

[Special Education Paraprofessional](#)

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