



LAKEVIEW PUBLIC SCHOOL

27575 Harper Avenue, St. Clair Shores, Michigan 48081
586-445-4000 Ext. 2503 | www.lakeviewpublicschools.org



NOTICE OF VACANCY

The following Paraprofessional position is available for the 2024-2025 School Year:

DISTRICT SPECIAL EDUCATION ASSISTANT **CURRENTLY ASSIGNED TO HARMON ELEMENTARY** **Monday – Friday 8:00 AM – 3:30 PM (35 Hours)**

Certification Requirements & Qualifications:

- High School Diploma
- Ability to successfully pass a criminal background check
- Ability to pass a Basic Skills Pre-Employment Test
- Ability to stand and walk for long periods of time

Required Skills:

- Teaching Experience/Assistant Experience (preferred)
- Ability to work cooperatively with students, parents, and colleagues
- Effective communication skills, both orally and in writing
- Good organizational and problem solving skills
- Self-directedness and initiative when given a variety of tasks and responsibilities.
- Possess physical abilities sufficient to employ physical intervention strategies when necessary, i.e. non-violent crisis intervention techniques
- Enthusiastic and takes initiative

Responsibilities:

- Provide support to create a positive, educational environment for students
- Work effectively with students individually, in small or large group
- Communicate appropriately with administration, teachers, parents, and students
- Assist with classroom/building student instructional and assessment activities
- Assist with the administering of MStep and NWEA
- Utilize computer for e-mail, typing simple documents in MS Word, etc.
- Utilize copy machine and other technology tools to support classroom and office functions
- Work collaboratively with all staff in the school and assist the teacher as directed
- Utilize CPI and CPR/First Aid training, as needed
- *OTHER DUTIES AS ASSIGNED*

Nondiscrimination and Access to Equal Education Opportunity

It is the policy of the Board that no student in this District shall, on the basis of race, color, religion, national origin or ancestry, age, gender marital status, sexual orientation, disability, height, weight, and/or other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefit of, or otherwise be subjected to discrimination in its programs and/or activities. Any person believing they have been discriminated against may bring a complaint to the local civil rights coordinator: Deputy Superintendent, 27575 Harper Ave, St. Clair Shores, MI 48081, 586-445-4000 x2503.



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Compensation:

- Paraprofessional Salary in accordance with the 2023-2025 Support Personnel Master Agreement
- Healthcare Benefit Package
- Leave Days
- Paid Holidays
- Professional Development Days
- Other fringe benefits outlined within the collective bargaining agreement

DEADLINE FOR APPLICATION: 3:00 PM – WEDNESDAY, MARCH 12, 2025 (or until filled)

ACCEPTING ONLINE APPLICATIONS ONLY

Please submit your online application at www.lakeviewpublicschools.org, and include a letter of interest, resume, transcripts, teaching certificate, and references.

***Qualified candidates who are represented by Lakeview Support Personnel Union shall be given preference for employment**

Tracy L. Van Peeren, Deputy Superintendent

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