



Stephen J. McNew, Ed.D., Superintendent
Monroe County Intermediate School District
1101 S. Raisinville Road
Monroe, Michigan 48161-9047

Preparing today's students for tomorrow's world.

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POSITION POSTING #5304

Posting Date: April 16, 2025

Position Title: Local-Based Special Education Paraprofessional

Location: Monroe Public Schools

Reports To: Special Education Program Supervisor/Regional Director

Salary/Benefits: Starting hourly wage, as specified in the MEA-ESPA Agreement wage schedule:
\$16.92 for Paraprofessional 1 or \$16.38 for Paraprofessional 2,
dependent upon credentials; single medical, dental and vision benefits
according to Master Agreement with the ESPA [Click Here:](#)

Available: August 13, 2025. Full-time, school year position

Schedule: 8:30 a.m. – 3:30 p.m. Monday through Friday

Lunch break: duty free non-paid, or non-duty-free paid lunch break (30 minutes) as determined by assignment.

Work schedule based on district calendar.

Probation Period: Ninety (90) working day probationary period.

FLSA Status: Non-Exempt

Closing Date: April 23, 2025, for internal candidates

Job Summary:

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.

Essential Duties:

- Participate as a member of staff teams addressing the education process of students with disabilities.
- Maintain a professional relationship with all school personnel who are involved in the educational process of students with disabilities.
- Demonstrate warmth, concern, care, enthusiasm and interest in student well-being.



- Maintain a physical classroom environment that is conducive to the learning process including cleanliness, organization of supplies and materials, and management of required forms and records.
- Make effective use of instructional materials and demonstrate effective methods of instruction to ensure that the individual student performance levels, needs, and abilities are addressed.
- Conduct oneself in a professional manner and maintain a positive image during the workday and at all work-related activities.
- Abide by all district policies and procedures and demonstrate competencies specified in the Michigan Special Education Rules and Regulations.
- Exhibit flexibility and patience when dealing with staff and students.
- Conduct oneself in a professional manner and maintain a positive image during the workday.
- Under the direction of the classroom teacher, assist with planning, development and implementation of instructional, behavioral, and therapeutic activities including implementation of technology based instructional activities.
- Assist in the preparation of instructional materials for teaching and for display in the classroom.
- Under the direction of the teacher, evaluate student performance using formal and informal assessment activities and measurements.
- Under the supervision of the classroom teacher, independently lead small group activities.
- Implement use of technology to assist with student communication and instruction (Assistive devices, augmentative communication devices, and computer software).
- Assist instructional staff in the supervision of students in the gym, on the playground, while loading and unloading buses, during school outings and in all other environments associated with the school day.
- Maintain student behavior through appropriate and approved implementation of positive behavioral supports and approved intervention techniques.
- Perform non-instructional tasks such as clerical work, material development, etc.
- Attend/participate in staff meetings, team meetings and other meetings as appropriate and requested.
- Understand and be aware of medical needs of students and follow/implement the health service plan(s) under the supervision of a nurse as appropriate.
- Assist students in meeting self-help, health and behavior needs including toileting and personal care needs.
- Consistently implements universal precautions to assist with maintaining a healthy school environment, personal health, and the health of each student including sanitizing classroom equipment and other areas as assigned.
- May apply Crisis Prevention Intervention (CPI) techniques with students.
- Must have a valid driver's license and reliable daily transportation. May transport students on occasion using district vehicles.
- Must be able to lift a minimum of 50 pounds, waist high (lifting test required).
- Regular in-person attendance.
- Carry out all other responsibilities that may be assigned by the teacher or supervisor.



Credentials:

- Paraprofessional 2: Minimum High School diploma or GED, required.
- Paraprofessional 1: Minimum High School diploma or GED, required, and Associate's degree or 60 credit hours or WorkKeys or ETS ParaPro Assessment with the minimum Michigan passing score or higher.

Experience:

- Previous experience working with special needs children preferred.

Skills/Other:

- Ability to read and comprehend simple instructions and memos.
- Ability to interact with staff and parents.
- Demonstrated ability to work successfully with special needs students.
- Good verbal, math and grammar skills.
- Ability to perform all duties with an awareness of all district requirements and Board of Education policies.

Criminal History Check: Upon hire, employees of the Monroe County Intermediate School District are fingerprinted for a Michigan and FBI criminal history check. The processing fee of \$42.00 is the responsibility of the applicant.

Working Conditions:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to handle or feel objects, and stoop, kneel or crouch. Specific vision abilities required by this job include close vision and peripheral vision. The employee needs to be able to tell where a sound is coming from and to hear in a noisy environment. The employee may occasionally lift up to 50 pounds such as student equipment and wheelchairs. The employee will be required to physically manage students.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities for perform the essential functions.
- The noise level in the work environment is usually moderate to loud and is a standard acceptable level for this environment. The employee is frequently required to interact with



the public and other staff. The employee must work with public and other staff, continuously meeting multiple demands from several people.

Application Procedure: All interested applicants (internal and external) apply by clicking on the following link: [Click Here](#)

Contact Information: Monroe County Intermediate School District
Human Resources and Legal Department
1101 South Raisinville Road
Monroe, Michigan 48161
(734) 322-2642 (Application Assistance)
(734) 322-2640 (Questions about Postings)