



January 15, 2025

VACANCY ANNOUNCEMENT

Instructional Paraeducator

Way Elementary School

Applications are being accepted for an **Instructional Paraeducator** at Way Elementary School. This is a Bloomfield Hills Schools Paraeducator bargaining unit position.

REPORTS TO: Principal

DESCRIPTION:

DK-5 Instructional Paraeducator
35 hours per week

This position is subject to change in order to meet the needs of the school, students. This position supports the instructional intervention program and also supervises lunch/recess. Further, all transfers are subject to the approval of the Assistant Superintendent for Human Resources and Labor Relations.

STARTING DATE: 2024/2025 School Year

COMPENSATION BENEFITS: Pursuant to the Paraeducator bargaining unit agreement.

DUTIES AND RESPONSIBILITIES:

- Assists teacher in supporting classroom instruction.
- Demonstrates understanding of student problems.
- Demonstrates initiative and creativity with students and their program.
- Follows through with prescribed behavioral management programs.
- Supervises students during recess and lunch, and attendance in general education and "specials" classes.
- Ensures students travel to and from general education classes safely.
- Assists with the physical management of students.
- Keeps records of daily interactions with students.
- Assists with loading and unloading of students on buses.
- Assists the teacher in keeping students engaged or on task during "down time" or in-between activities.
- Works with small or individual groups to support or reinforce teacher prepared lesson plans or activities (including physical activities).

- Organizes and/or prepares materials to support classroom activities as assigned by the teacher.
- Engages in both physical and non-physical activities with the student.
- Work in a positive manner with students, staff and community members.
- Regular and predictable attendance.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise students in the absence of the teacher.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION and/or EXPERIENCE:

High School Diploma **and** one of the following:

- 2 years of study at an institution of higher learning (60 credit minimum)
- Associates degree or higher
- Pass the Michigan Professional test for teacher certification – Readiness Examination
- Pass the Workkeys or ETS ParaPro Assessment

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent, and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

Ability to work with students in the academic resource program. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of district requirements and Board of Education policies.

PHYSICAL DEMANDS: 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 use hands and arms. Must be able to use hands to finger, handle, or feel objects, tools, or controls. Employee must be able to remain in a stationary position for a period of time. In addition, the employee must occasionally move about the classroom and position self accordingly. Must be able to observe with both close and peripheral vision. The employee needs to be able to detect where a sound is coming from and work in a noisy environment. The employee will frequently assist in physical movement of students. If students with wheelchairs and adaptive equipment and supplies are in the classroom, the employee must frequently lift and/or move up to 10 pounds; the employee must also be able to transport up to 90 pounds.

WORK ENVIRONMENT: 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 to perform the essential functions.

The noise level in the work environment is usually moderate to loud. The employee must work with public and other staff, continuously meeting multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

METHOD OF APPLICATION: All applicants must submit an application at:

<https://www.applitrack.com/oaklandschools/onlineapp/jobpostings/view.asp?district=46154>

The Board of Education is committed to maintaining an educational and work environment that is free from discrimination and harassment based on race, color, national origin, sex (including sexual orientation and gender identity/expression), disability, religion, genetic information, marital status, pregnancy status, or any other legally protected characteristic. The Board has therefore adopted anti-discrimination and anti-harassment policies that prohibit discrimination and harassment by Board members, School District employees, students, contractors, volunteers and others connected with the School District. A student, employee, or any other person who believes that a student or employee has been subjected to discrimination or harassment may seek resolution of the matter through the procedures that follow. Complaints of sexual harassment within any educational program or activity of the School District will be investigated and resolved under 8007.3-AR, as required by Title IX and its implementing regulations ("Title IX sexual harassment"). All other complaints of discrimination, harassment, or retaliation, other than Title IX sexual harassment, will be investigated and resolved under 8007.1-AR or 8007.2 AR. Inquiries related to discrimination on the basis of disability should be directed to the 504 Coordinator: Director of Special Education, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5415. Direct all other inquiries related to discrimination to: Assistant Superintendent for Human Resources, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5425.

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