

POSTING ANNOUNCEMENT

JOB ID#	LOCATION	SALARY RANGE	POSTING DATE	POSTING DEADLINE
2205	VANDENBERG ELEMENTARY SCHOOL	In accordance with the MESPA CBA.	4/24/2023	Until Filled

POSITION: EXTERNAL – 1.0 Paraprofessional - Resource Room **REPORTS TO:** Building Principal/Director of ISSN

MINIMUM QUALIFICATIONS:

- Must demonstrate literate use of Standard English, both oral and written
- Must demonstrate a basic understanding of the nature of medical interventions and treatment
- Must show common sense in decision making, possess appropriate physical agility, and be able to take initiative when necessary
- Must be able to lift, bend and maneuver specialized equipment
- Ability to communicate and relate to students with medical and communication involvements
- Knowledge in (or ability to learn) instructional computer software
- Must have consistent attendance
- Experience with students with severe multiple needs
- Must have the ability and sensitivity to work with special needs students
- Must have the ability to follow the directions of the assigned teacher and/or administrator
- **One to One Paraprofessional**

ADDITIONAL QUALIFICATIONS:

- First aid knowledge/experience

POSITION RESPONSIBILITIES:

(As assigned by teacher)

1. Assist students with personal care, feeding, instructional support, manipulative and dismissal
2. Organizing, circulating, maintaining and inventorying of classroom learning materials and stations
3. Production of materials to be used by students
4. Production of information for parents and/or students
5. Assisting in the supervision of student classroom activities
6. Working with groups of children to accomplish a specific task assigned by the teacher
7. Sharing the responsibility of safety and well-being of students
8. Providing general assistance with students and their needs
9. Assisting with technology, student's health care needs and hygiene
10. Assisting students in the utilization of instructional computer software.
11. Other supports as designated by teacher and/or administrator

This position is a 7.5 hour per day position.

CORE COMPETENCIES:

All applicants are expected to skillfully demonstrate the leadership competencies and expertise needed to support systemic reconfiguration and to effectively respond to the district's commitment to "dramatic improvement in student, teacher, and leader performance in a short amount of time" (Chandler & Frank, 2015).

Before applying, please become familiar with the district's Core Competencies for this position by clicking the following link: [BLUEPRINT CORE COMPETENCIES](#)

HOW TO APPLY:

INTERNAL APPLICANTS - Click on the following link: [Southfield Public Schools INTERNAL](#)

EXTERNAL APPLICANTS - Click on the following link: [Southfield Public Schools EXTERNAL](#)

Visit the Southfield Public Schools website:

<https://www.southfieldk12.org/departments/human-resources/job-openings/>

Faxed, mailed, emailed, or hand delivered applications or resumes are not accepted.

Southfield Public Schools Statement of Non-Discrimination & Equal Employment Opportunity

Southfield Public Schools does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information or any other legally protected characteristic, in its programs and activities, including employment opportunities. The following individuals have been designated to handle inquiries regarding nondiscrimination policies: Title VI Coordinator - Vickie Hall, 248-746-8987; Title II & Title IX Coordinators - Ricky Fountain, 248-746-8580 or Alise Collier, 248-746-4338; Section 504 Coordinator - Daryl Beebe, 248-746-0045. All complaints may be addressed to 24661 Lahser Road, Southfield, MI 48033.