



## SPECIAL EDUCATION PARAPROFESSIONAL JOB POSTING INCLUSION (LOCAL SCHOOL DISTRICT)/SPECIAL EDUCATION (HURON LEARNING CENTER)

<b>MINIMUM QUALIFICATIONS AND SKILLS:</b>	<ul style="list-style-type: none"> <li>• High School Diploma</li> <li>• Able to pass the ETS Parapro Assessment, OR previously achieve HQ status under old guidelines, OR hold an Associate's Degree or higher</li> <li>• Valid Michigan Driver's License, with a willingness to obtain a chauffeur license</li> <li>• Pass and maintain School Employment background check</li> <li>• Must be physically capable of rigorous work, sitting on the floor, standing, bending, and lifting a minimum of 50-pounds</li> <li>• All HISD staff must adhere to the HISD Mission, Vision, Guiding Principles, and Expectations on the HISD Website, <a href="http://www.huronisd.org">www.huronisd.org</a> homepage</li> </ul>
<b>ESSENTIAL DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:</b>	<p><b>Paraprofessional (Inclusion)</b></p> <ul style="list-style-type: none"> <li>• Provide support to the teacher and individual or multiple students with low incident disability in the general education settings within a local school district.</li> <li>• Make modifications and accommodations for students in the general education setting, creating visual supports as needed</li> <li>• Effectively partner with teachers to ensure access to the general education curriculum</li> <li>• Maintain ongoing communication with the classroom teacher and HISD teacher consultant</li> </ul> <p><b>Paraprofessional (Special Education HLC)</b></p> <ul style="list-style-type: none"> <li>• Assist teacher with planning and implementation of lessons</li> <li>• Assist with setting up of classroom and preparing materials for specialized instructional units</li> <li>• Assist in individual, small, or large group pupil instruction</li> <li>• Handle attendance reports and related clerical functions with the teacher</li> <li>• Assist in assembling/hanging materials on bulletin boards and keeping displays current</li> <li>• Assist teacher with classroom preparation, i.e., copying, filing, laminating, audiovisual, etc.</li> <li>• Assist teacher in the management of classrooms, learning centers, and student behavior</li> </ul> <p><b>Essential Duties for Inclusion Paraprofessionals AND Special Education Paraprofessionals</b></p> <ul style="list-style-type: none"> <li>• Assist and follow through with behavior management programs, techniques, and annual training, such as Crisis Prevention Intervention (CPI)</li> <li>• Provide support to students in areas associated with academics, daily living skills, behavior support, emotional needs, personal care, and social interaction</li> <li>• Manage student safety in all situations and utilize effective CPI practices</li> <li>• Implement Positive Behavior Support Plans with fidelity</li> <li>• Observe and collect student data as determined by the team</li> <li>• Reinforce objectives and concepts introduced by the teacher</li> <li>• Assist teacher in keeping students focused and "on task"</li> <li>• Feed or help students feed themselves</li> <li>• Assist students with toileting or diapering, as required</li> <li>• Ability to understand and is aware of the medical needs of students and their problems</li> <li>• May escort student(s) to and from various rooms`</li> </ul>

**STATEMENT OF ASSURANCE:** It is the policy of the Huron Intermediate School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs, activities, or employment. Inquiries regarding this nondiscrimination policy should be directed to Superintendent, Huron Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan, 48413, (989) 269-6406.

	<ul style="list-style-type: none"> <li>• Assist with loading and unloading students on the buses</li> <li>• Ability to prepare for a substitute</li> <li>• Complete accurate and timely Medicaid billings</li> <li>• Demonstrate initiative and creativity with students and their program</li> <li>• Demonstrate the ability to be flexible in dealing with staff, students, and parents</li> <li>• Assist students with district technology software</li> <li>• Demonstrate the ability to work without direct supervision</li> <li>• Ability to use technology to support learning, and have the skills to research effectively, including the use of the Internet for research, Google Applications, Microsoft Word/Excel, and other educational software and programming</li> <li>• Participate in professional development opportunities and demonstrate a commitment to continuous learning</li> <li>• Regular and consistent in-person attendance</li> <li>• Other duties as requested by the supervisor</li> </ul>
<b>TERMS:</b>	<ul style="list-style-type: none"> <li>• Wage and benefits per HISSA Bargaining Agreement <ul style="list-style-type: none"> <li>○ Single subscriber medical, dental, optical, life insurance, and long-term disability, effective on start date, or cash-in-lieu of benefits</li> <li>○ Retirement through the Michigan Office of Retirement Services (MPSERS)</li> <li>○ Sick and Personal Days</li> </ul> </li> <li>• School year calendar, 185 days, may require occasional summer/evening hours</li> <li>• Occasional off-site travel and activities</li> <li>• FLSA: Non-Exempt</li> </ul>
<b>APPLY TO:</b>	<p>Send a cover letter and resume with references to:</p> <p>Julie Toner HR Specialist, Huron ISD <a href="mailto:jtoner@huronisd.org">jtoner@huronisd.org</a></p> <p>Applications will begin being reviewed on August 4, 2023. Candidates are encouraged to submit their applications before this date to ensure consideration; however, the position will remain open until filled, and applications received after the review date may still be considered.</p>
<b>POSTING DATE:</b>	July 31, 2023
<b>START DATE:</b>	23-23 School Year – Mid August

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