



EARLY CHILDHOOD SPECIAL EDUCATION (ECSE) PARAPROFESSIONAL JOB POSTING

MINIMUM QUALIFICATIONS AND SKILLS:	<ul style="list-style-type: none"> • High School Diploma • Able to pass the ETS Parapro Assessment, OR previously achieve HQ status under old guidelines, OR hold an Associate's Degree or higher • All HISD staff must adhere to the HISD Mission, Vision, Guiding Principles, and Expectations on the HISD Website, www.huronisd.org homepage • Physically and mentally capable of rigorous work (capable of sitting on the floor, standing and sitting for extended times, and lifting or pushing a minimum of 50 pounds) • Pass and maintain School Employment and LARA comprehensive background check • Complete and maintain a MI-Registry profile
ESSENTIAL DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:	<p>Assist the classroom teacher in general daily classroom activities including the planning and facilitating of a learning environment and activities appropriate for children to promote intellectual development; social skills development; emotional health and physical development.</p> <ul style="list-style-type: none"> • Assist in small group, individual, and/or whole group pupil instruction, tutors' pupils at teacher's request • Assist with set up of classroom and prepares materials for specialized instructional units • Assist with data collection and reporting • Handle attendance reports and related clerical functions with the teacher • Assist in assembling/hanging materials on bulletin boards and keeping displays current • May escort children to and from various rooms • Reinforce objectives and concepts introduced by the teacher • Work with "at risk" students in accomplishing academic success • Assist teacher in the management of classrooms, learning centers and student behavior • Assist teacher with planning and implementation of lessons • Assist teacher with classroom preparation, i.e., copying, filing, laminating, audiovisual, etc. • Demonstrates ability to be flexible in dealing with staff, students, and parents • Demonstrate the ability to work without direct supervision • Assist students with district technology software • Assist teacher in keeping students focused and "on task" • Maintain a calm demeanor when dealing with a crisis/violent situation • Demonstrate initiative creativity with students and their program • Understand and is aware of medical needs of students and their problems • Assist and follow through with behavior management programs and techniques • Assist students with toileting or feeding, as needed • Assist with loading and unloading students on the buses • Sanitation of room and equipment • Able to prepare for a substitute • Able 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 • Participate in professional development opportunities and demonstrate a commitment to continuous learning • Regular and consistent in person attendance

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"> Valid driver's license with reliable transportation Other responsibilities as deemed appropriate by supervisor
TERMS:	<ul style="list-style-type: none"> Wage and benefits per HISSA Bargaining Agreement https://secure.munetrix.com/app_assets/docs/school_transparency/Huron-ISD-ESP-2021-23-Contract-Signed-2827-1630009369-3318.pdf <ul style="list-style-type: none"> Single subscriber medical, dental, optical, life insurance and long-term disability, effective on start date, or cash-in-lieu of benefits Retirement through the Office of Retirement Services (ORS) Sick and Personal Days School year calendar, 185 days, may require occasional summer/evening hours Occasional off-site travel and activities FLSA: Non-Exempt
APPLY TO:	<p>Send cover letter and resume with references to:</p> <p>Julie Toner HR, Huron ISD 1299 S. Thomas Road, Suite 1 Bad Axe, MI 48413</p> <p>Or, by emailing: jtoner@huronisd.org</p> <p>Applications accepted through Friday, May 20, 2022 @ 12:00 pm</p>
POSTING DATE:	Tuesday, May 3, 2022
START DATE:	22-23 School Year, tentatively set to begin the week of August 22, 2022

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