



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

<p><b>MINIMUM QUALIFICATIONS AND SKILLS:</b></p>	<ul style="list-style-type: none"> <li>• High School Diploma</li> <li>• Able to pass the ETS Parapro Assessment, OR previously achieved HQ status under old guidelines, OR hold an Associate's degree or higher</li> <li>• Valid Michigan Driver's License, with willingness to obtain chauffeur license</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>
<p><b>ESSENTIAL DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:</b></p>	<p><b>Paraprofessional (Inclusion)</b></p> <ul style="list-style-type: none"> <li>• Provides support to the teacher and to individual or multiple students with low incident disability in the general education settings within a local school district.</li> <li>• Make modifications and/or 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>• Assists teacher with planning and implementation of lessons</li> <li>• Assists with set up of classroom and prepares materials for specialized instructional units</li> <li>• Assists in individual, small, or large group pupil instruction</li> <li>• Handles attendance reports and related clerical functions with the teacher</li> <li>• Assists in assembling/hanging materials on bulletin boards and keeping displays current</li> <li>• Assists teacher with classroom preparation, i.e., copying, filing, laminating, audiovisual, etc.</li> <li>• Assists 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 and techniques</li> <li>• Provide support to students in areas associated with academics, daily living skills, behavior support, emotional needs, personal care, and/or 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>• Reinforces objectives and concepts introduced by the teacher</li> <li>• Assists teacher in keeping students focused and "on task"</li> <li>• May feed or help students feed themselves</li> <li>• Assists students with toileting or diapering as required</li> <li>• Understands and is aware of medical needs of students and their problems</li> <li>• May escort student(s) to and from various rooms</li> <li>• Assist with loading and unloading students on the buses</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>• Valid driver's license with reliable transportation</li> <li>• Prepare for a substitute</li> <li>• Complete accurate and timely Medicaid billings</li> <li>• Demonstrates initiative and creativity with students and their program</li> <li>• Demonstrates ability to be flexible in dealing with staff, students, and parents</li> <li>• Assists students with district technology software</li> <li>• Demonstrates the ability to work without direct supervision</li> <li>• Other duties as requested by Supervisor</li> </ul>
<b>TERMS:</b>	Full time position. Wage and benefits, per HISSA agreement.
<b>APPLY TO:</b>	<p>Send letter of application and resume with references to:</p> <p>Julie Toner, Human Resources  Huron ISD  1299 S. Thomas Road, Ste. 1  Bad Axe, MI 48413</p> <p>Or, by email: <a href="mailto:jtoner@huronisd.org">jtoner@huronisd.org</a></p> <p>Position will remain open, until filled.</p>
<b>POSTING DATE:</b>	October 19, 2021

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