

## JOB POSTING: SPECIAL EDUCATION PARAPROFESSIONAL

<b>MINIMUM QUALIFICATIONS AND SKILLS:</b>	<ul style="list-style-type: none"> <li>• High School Diploma required, associate degree preferred</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 (Special Education Inclusion – Local Huron County School)</b></p> <ul style="list-style-type: none"> <li>• Provide support to students with low-incidence disabilities 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 support 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 - Huron Learning Center)</b></p> <ul style="list-style-type: none"> <li>• Assist the teacher with the planning and implementation of lessons</li> <li>• Assist with setting up the 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 the teacher in the management of classrooms, learning centers, and student behavior</li> <li>• Feed or help students feed themselves</li> <li>• Assist students with toileting or diapering, as required</li> </ul> <p><b>Essential Duties for all 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>• Ability to understand and be aware of the 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 and off the buses</li> <li>• Prepare for a substitute</li> <li>• Complete accurate and timely Medicaid billings</li> <li>• Demonstrate initiative and creativity with students and their program</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 (sexual orientation and gender identity), 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 the 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>• 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>• 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>○ Paid Sick, Personal, and Act of God Days</li> </ul> </li> <li>• School year calendar, 185 days, may require occasional evening hours</li> <li>• Occasional off-site travel and activities</li> <li>• FLSA: Non-Exempt</li> </ul>
<b>APPLY TO:</b>	<p><b>Send a cover letter and resume with references to:</b></p> <p><b>Julie Toner</b>  <b>HR Specialist, Huron ISD</b>  <a href="mailto:jtoner@huronisd.org">jtoner@huronisd.org</a></p>
<b>POSTING DATE:</b>	Thursday, December 4, 2025

**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 (sexual orientation and gender identity), 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 the Superintendent, Huron Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan, 48413, (989) 269-6406.