

December, 2017

JOB POSTING

NOTICE OF OPENING: LOCAL 2654

POSTION: SPECIAL NEEDS – PBIS PARAPROFESSIONAL

LOCATIONS: District – May be placed in different school buildings depending on need. Current placement for Schofield Early Childhood School but may be subject to change.

QUALIFICATIONS:

- High School graduate or equivalent; Associates Degree preferred
- Must meet Highly Qualified requirements for Paraprofessionals as defined by NCLB
- Previous work with children
- Ability to follow verbal and written instructions
- Ability to effectively communicate with students, parents, and staff
- Ability to organize materials and time efficiently and to keep neat, accurate records
- Ability to work directly with students in an appropriate and professional manner and to give direction as needed
- Display sensitivity to the multi-ethnicity of students

RESPONSIBILITIES AND DUTIES INCLUDE:

- Becoming directly involved and interacting with students on classroom projects and special activities as modeled by the classroom teacher
- Preparing instructional materials under the direction of the teacher in an accurate and timely manner
- Assisting in preparing and maintaining accurate records of student progress
- Work with the students in class with curriculum tasks and assignments guiding and helping but not teaching
- Under teacher supervision, work with the students to reinforce and master material initially introduced by the teacher
- Under the direction of the teacher, assist in supervising, interacting, and working directly students in the classroom and other settings (i.e. lunchroom, playground, band/music room, restroom, library, field trips, and/or other areas)
- Keep the teacher informed of any special needs or problems of students
- Maintain confidentiality
- Performs other duties and functions as assigned by the classroom teacher

ACCOUNTABILITY: Responsible to the Principal through the Teacher

AVAILABILITY: 2017-2018 School Year

WORK YEAR: Student calendar; part-time 6.75 hours per day

WAGES: Per Local 2654 Contract

Qualified applicants should apply on-line via AppliTrack at

<http://www.applitrack.com/fitzgerald/onlineapp/>

Position open until filled

The Fitzgerald Public Schools does not discriminate on the basis of race, color, religions, national origin or ancestry, gender, disability, age, height, weight, marital status, or other protected classes in its programs, services, activities or in employment. Inquiries related to discrimination on the basis of disability should be directed to Dawn Bruley, Section 504 Coordinator, Student Services Office, Fitzgerald Public Schools, 23200 Ryan Rd., Warren, MI 48091 586-757-4044. Direct all other inquiries related to discrimination to Mel Rainwater, Civil Rights Coordinator, Fitzgerald Public Schools, 23200 Ryan Road, Warren, MI 48091 (586) 757-1751.