

December , 2017

JOB POSTING

NOTICE OF OPENING: LOCAL 2654

POSTION: SPECIAL NEEDS PARAPROFESSIONAL- CI Classroom

LOCATION: SCHOFIELD EARLY CHILDHOOD CENTER

QUALIFICATIONS:

- High School graduate or equivalent; Associates Degree preferred
- Must meet Highly Qualified requirements for Paraprofessionals as defined by NCLB
- Ability to work effectively with special needs students
- 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
- Ability to organize materials and time efficiently and to keep neat, accurate records
- Ability to follow written and oral directions
- Ability to communicate effectively with students, staff and parents
- Physically able to lift up to 50 lbs.
- Physically able to sit on floor with students and then stand up; several times in course of work day.

RESPONSIBILITIES AND DUTIES INCLUDE:

- Assist the classroom teacher in implementing the instructional program for ECSE students.
- Becoming directly involved and interacting with children in 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 teacher supervision, work with students to model appropriate classroom behavior and assist with implementation of positive behavioral plans
- To monitor all areas for safety while children are present
- Assist students in self-care skills
- May be asked to assist with medication; training provided
- Performs other duties and functions as assigned by the Teacher, Principal or Director.

ACCOUNTABILITY: Responsible to the Director/Principal through the teacher

AVAILABILITY: 2017-2018 School Year

WORK YEAR: Part-time, 6.75 hours per day, up to student calendar

WAGES: per AFSCME Local 2654 CBA

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.