

Allendale Public Schools

Position Posting

Position:	Special Education Paraprofessional (Full-time) for Oakwood Intermediate
Posting Dates:	December 1, 2025 - December 5, 2025 internal; December 6- until filled external
Reports To:	Special Education Director
Date of Employment:	As soon as the hiring process is complete
Starting Wage:	\$15.67 per hour

This position is part of the Allendale Support Personnel Association. Please see agreement on website for more information at www.allendale.k12.mi.us under the Budget & Salary /Compensation Transparency Reporting icon.

Description:

Classroom aide needed to assist teachers and students in the classroom, school environment, and community. This position supports students in general education and special education settings at Oakwood.

Qualifications:

- High School diploma required, college coursework in special education or child development preferred.
- Must be able to take direction from teachers and building administration.
- Must have experience working with students at various age levels and with multiple behaviors or special needs.
- Moderate to heavy lifting and other health and related personal care procedures (i.e., changing and tube feeding) may be required. CPI and CPR training are preferred.
- Experience supporting students that have physical, cognitive, or behavioral disabilities is preferred.
- Must exhibit the qualities of patience, consistency, and flexibility in working with students and staff.
- Must have a passion for assisting students with varying abilities.

Essential Job Functions:

1. Assists students on an individual, small group, or whole class basis utilizing remedial or tutorial techniques.
2. Assists teachers in supporting student learning in core academics, social/emotional, and functional independence; this includes delivering positive behavioral supports and interventions.
3. Monitors and works to build student independence in behavior, personal care, and functional school readiness habits in the classroom and school environment.
4. Assists teachers in organizing classroom materials, making copies, filing information, and data collection.
5. Assists and supports students with disabilities in all school environments, including the regular education classroom, transitions, playground, and community settings. May assist in the delivery of accommodations, when applicable.
6. Direct support to individual students with behavior, health, and personal care needs, where applicable.

ADA Requirements: The physical demands, work environment factors, and mental functions described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk, and sit. The employee must occasionally lift and/or move up to ten pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment: The noise level in the work environment is generally moderate to loud but distractions can be frequent due to building traffic.

Mental Functions: While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Method of Application: [Frontline/Applitrack](#) (Internal/External)

Contact Person: Ryan Harp, Special Education Director
harprob@apsfalcons.net

FLSA Status: Non-Exempt

- APPLICATIONS: SUBMIT AN APPLICATION, INDIVIDUAL COVER LETTER AND RESUME THROUGH THE ONLINE APPLITRACK / FRONTLINE APPLICANT CENTER
- NO HARD COPY APPLICATIONS WILL BE ACCEPTED VIA MAIL OR HAND DELIVERY.

Visit the district website: <https://www.allendale.k12.mi.us/>

Allendale Public School District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Allendale Public School District complies with applicable state and local laws governing non-discrimination in employment in every location in which the District has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.