



# Genesee Intermediate School District

## VACANCY NOTICE



September 17, 2024

### Para Educator for Medium/Heavy Truck

Posting No. 31547

#### ABOUT US

At the Genesee Intermediate School District, we are collaborators, leaders, educators, and support staff delivering instructional programs and services in general education, special education, and career technical education to 61,500 students, their families, and nearly 13,000 educators. GISD values its staff and cultivates positivity in the workplace as we all work together to carry out our mission of leadership, service, and innovation – partnering for success!

#### SALARY AND BENEFITS

Salary: \$17.53 - \$23.90 per hour for Special Education Para. HS+30 (30+ college credits) Salary: \$18.36-\$25.07.

Benefits: We offer five different health insurance plans along with life insurance, dental, vision, and disability insurance after one full day of employment. After 5 years of service with GISD, para-educators are eligible for 2-person or full family health insurance. Genesee Intermediate Educational Support Personnel Association (GIESPA).

#### WORK LOCATION AND SCHEDULE

Genesee Career Institute  
G-5081 Torrey Road, Flint, Michigan 48507

Schedule averages 7.0 hours per day (Academic calendar).

#### ROLE AND ESSENTIAL DUTIES

The Para-Educator is responsible for assisting the program instructor in the delivery of instruction, reinforcement of instruction and the remediation of students in the area of responsibility. The Para-Educator may be assigned to one classroom or to a variety of assignments including clinical sites, depending on the needs of students. Para-Educators report to the assigned classroom instructor.

#### QUALIFICATIONS AND EXPERIENCE

Education: Associate's degree in program related field with Industrial Certification.

Experience: Minimum of 4000 recent and relevant work hours in the program related field within the past six years. Prior experience working with high school students is desirable.

#### DEADLINE

Internal applications accepted through September 21, 2024. External applications accepted until the position is filled.

**FIND ADDITIONAL INFORMATION ABOUT QUALIFICATIONS, EXPERIENCE, AND ESSENTIAL DUTIES AND APPLY ONLINE AT: [HTTP://BIT.LY/GISDJOB](http://bit.ly/GISDJOB)**



Genesee Intermediate School District  
Human Resources and Operations

## **Employee Job Description**

### **Job Title:**

**Para-Educator for Medium/Heavy Truck CIP Code: 47.0613 & 47.0604.**

### **Job Summary:**

The Para-Educator is responsible for assisting the program instructor in the delivery of instruction, reinforcement of instruction and the remediation of students in the area of responsibility. The Para-Educator may be assigned to one classroom or to a variety of assignments including work sites, depending on the needs of students. Para-Educators report to the assigned classroom instructor.

### **Essential Duties (May include, but not limited to):**

1. Provides program support in instructional and related activities in the assigned area of responsibility for Career-Technical Education (CTE) students under the direction of certificated instructor.
2. The para-educator may be assigned as a substitute instructor in the absence of the regular instructor.
3. Assists with the implementation of instructional activities based on student goals and objectives activities.
4. Assists in the collection of data regarding programs and services provided to students.
5. Participates in staff meetings and in services/staff professional development activities as required.
6. Follows GISD procedures and policies for classroom management and safety.
7. Assumes responsibility for classroom materials, equipment and facility.
8. Assists with organization and implementation of CTE advisory committee meetings.
9. Assists with the Career Technical Student Organization experience for CTE students.
10. Assists with the implementation of work-based learning activities for all assigned CTE students.
11. Keeps certification current.
12. Consistently models Win-Win leadership.

### **Other Duties:**

1. Uses technology to communicate with staff and students.
2. Assists in the preparation of bulletin boards, duplication of materials and other material preparation activities in the assigned area of responsibility.
3. Performs other related duties as assigned.

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## **Para-Educator for Medium/Heavy Truck**

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### **Qualifications:**

#### Education:

Associates degree in program related field with Industrial Certification.

#### Experience:

Minimum of 4,000 recent and relevant work hours in the program related field within the past six years. Prior experience working with high school students is desirable.

#### Skills/Other:

Demonstrates an understanding of adolescent developmental patterns. Demonstrates a commitment to GISD mission, purpose, belief statements and learning principles. Possesses a strong working knowledge of subject matter and current research on learning. Possesses a high level of skill in developing stimulating student assignments and varied student assessment vehicles. Possesses an ability to develop and reinforce a positive self-concept in each student. Presents and exhibits professional self-control, mature judgment, congeniality, and ethical standards in all working relationships. Ability to accept supervision and direction. Ability to communicate effectively both orally and in written communications. Ability to utilize district technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Ability to follow district health and safety procedures. Ability to assess and determine the appropriate use of a variety of student standards in all working relationships. Exhibit dependability and positive interaction with parents, caregivers, and team members. Punctuality and good attendance are requirements for the position. Exhibit emotional stability, exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.

#### Special Job Considerations:

Certification: Desirable

Type of Certification: Industrial Certification

Bargaining Unit: Genesee Intermediate Educational Personnel Association (GIESPA)

Salary Schedule: CTE Para-Educator Salary Schedules

Immediate Supervisor: Classroom Instructor

Supervision:

Date: April 22, 2024

Approved:

TLH: mb

Job Description 973