

LAKEVILLE COMMUNITY SCHOOLS

11107 Washburn Road
Otisville, MI 48463

NOTICE OF A VACANCY **INTERNAL/EXTERNAL**

Applications are now being accepted for the following position:

Special Education ParaProfessional (s) **High School Elementary**

Internal Candidates

Make an application to Holly Morgan, Columbiaville Elementary Principal at amarkham@lakevilleschools.org

External Candidates

Make application to: LakeVille Community Schools via the [Mid-Michigan Area Public Schools Consortium website](#).

The following items must be included in the application:

- Cover Letter
- Resume
- Certificates
- References

Date Posted: August 20, 2025

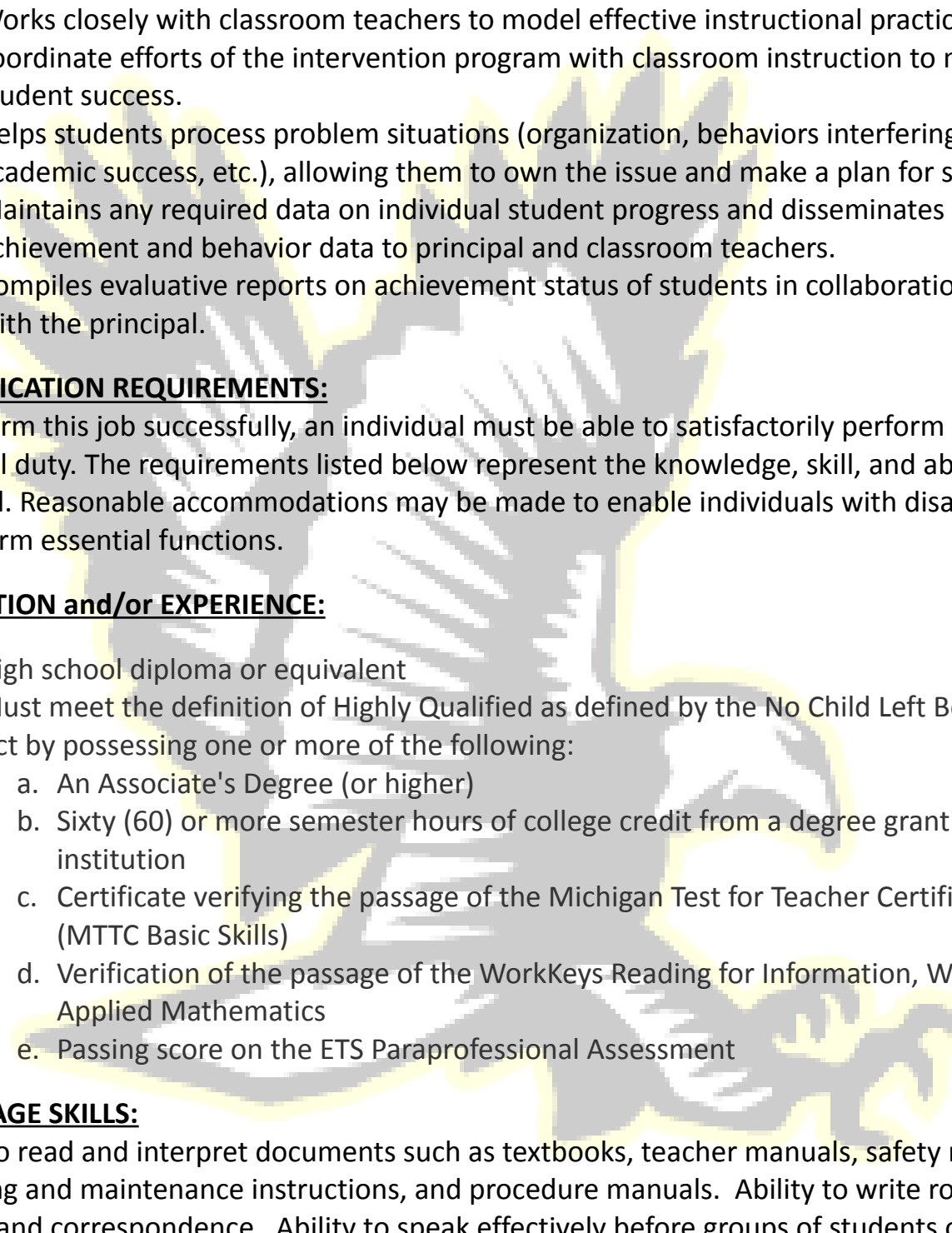
Deadline for Application: Until filled

JOB SUMMARY:

Paraprofessionals provide academic or behavioral support to students with identified needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide students with additional opportunities and skills for learning appropriate academic skills that contribute to educational success (ex: organizational and study skills, proper communication skills, and task completion).
2. Collaborates with the building principal to develop and implement a schedule to ensure students receive supplemental services and are not removed from instruction in any core area.
3. Collaborates with classroom teachers to identify specific needs to support individual students Identified for service.

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4. Provides instructional support at the direction of the teacher designed to improve identified need for students on an individual or small group basis in a push-in or pull-out setting as directed by the principal (ex: note-taking, using charts and graphs to understand informational text).
 5. Works closely with classroom teachers to model effective instructional practices and coordinate efforts of the intervention program with classroom instruction to maximize student success.
 6. Helps students process problem situations (organization, behaviors interfering with academic success, etc.), allowing them to own the issue and make a plan for success.
 7. Maintains any required data on individual student progress and disseminates achievement and behavior data to principal and classroom teachers.
 8. Compiles evaluative reports on achievement status of students in collaboration with the principal.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below represent the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

1. High school diploma or equivalent
2. Must meet the definition of Highly Qualified as defined by the No Child Left Behind Act by possessing one or more of the following:
 - a. An Associate's Degree (or higher)
 - b. Sixty (60) or more semester hours of college credit from a degree granting institution
 - c. Certificate verifying the passage of the Michigan Test for Teacher Certification (MTTC Basic Skills)
 - d. Verification of the passage of the WorkKeys Reading for Information, Writing & Applied Mathematics
 - e. Passing score on the ETS Paraprofessional Assessment

LANGUAGE SKILLS:

Ability to read and interpret documents such as textbooks, teacher manuals, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of an organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions,

proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions

OTHER SKILLS and ABILITIES:

Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely, both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to operate computers, interactive technology equipment, and related software.

PHYSICAL DEMANDS:

The physical demands described here 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. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision.

WORK ENVIRONMENT:

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Lakeville Community Schools that no person, on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, genetic information or any other legally protected characteristic, in its programs and activities, including employment opportunities. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the board does business.