



An Equal Opportunity Employer

Flint Community Schools

Human Resources

Employee Job Description

Job Title: Paraprofessional, Learning Support Services

Job Summary:

The Paraprofessional for Learning Support Services (LSS) supports teachers and school staff in providing quality education and assistance to students with disabilities in both general and special education settings. Responsibilities include offering academic and behavioral support, assisting with physical needs, escorting students to and from activities, and reinforcing classroom instruction. Working under the teacher's supervision, they help create an inclusive and supportive learning environment while maintaining confidentiality and promoting student engagement.

Essential Functions (May include, but not limited to):

1. Assist students with disabilities individually or in small groups under the supervision of the teacher in both general and special education settings.
2. Escort and supervise students during transitions, including arrival, dismissal, and movement between classes, lunch, and afterschool activities.
3. Support students in understanding and completing assignments by reinforcing teacher instructions and adapting activities as needed.
4. Redirect and manage student behavior in a supportive and constructive manner.
5. Assist in preparing and organizing instructional materials and classroom activities.
6. Review and correct student work under the teacher's guidance.
7. Accompany students and teachers on field trips, ensuring student safety and engagement.
8. Operate and assist with audio-visual and other classroom equipment as needed.
9. Maintain accurate records, including daily activity logs and Medicaid billing documentation.

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10. Uphold student confidentiality and adhere to school policies regarding student records and privacy.
11. Provide physical assistance to students with mobility and other physical challenges.
12. Personal hygiene care for students, including toileting and diapering.
13. Foster an inclusive, supportive, and structured learning environment in collaboration with teachers and school staff.
14. Performs other duties as assigned.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

Qualifications:

Education:

Must have one of the following:

- Earned at least 60 college credit hours
- Obtained an associate's degree (or higher)
- ETS Paraprofessional Assessment (score 460 or higher)
- College Board's SAT (score at least 480 on evidence-based reading/writing, score at least 530 on math)

Skills:

Competency in all academic areas; specially reading, writing, spelling, and mathematics. Good listening and communication skills. Ability to make sound decisions. Ability to adapt and change activities in the classroom as needed. Ability to work harmoniously with students and staff.

Learning Support Services paraprofessionals who agree to perform toileting and diapering duties as part of their job will receive a \$150 stipend per semester. This stipend sunsets at the expirations of the current SEIU bargaining agreement. Learning Support Services paraprofessionals hired on or after August 20, 2025 will perform these duties as part of their job responsibilities without additional compensation.

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Other Requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: 1) Physical examination by a licensed healthcare provider, 2) Criminal background check, including national and local clearance 3) 5-panel drug screening to ensure drug-free workplace.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Job Considerations:

Certification: N/A

Type of Certification: N/A

Bargaining Unit: Service Employees International Union (SEIU)

Salary Schedule: Paraprofessional Salary Schedule, 195 days per year

Immediate Supervisor: Building Principal

Date: 6/16/2025

TM: tvs

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs

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Translation services are available upon request, please call 760-1259

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Ponemos a sus órdenes el servicio de traducción. Las personas

interesadas, favor de llamarnos al 760-1259

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