



Notification of Posted Position

Special Education Paraprofessional

Buffey Elementary School

up to 37.5 Hours/Week - Student Days - \$14.58-\$17.58/hour dependent upon qualifications

Position Summary

Buffey Elementary School is seeking a dedicated and compassionate **Special Education Paraprofessional** to support students with disabilities. Under the direction of certified, licensed and ancillary staff, the paraprofessional will assist with instructional activities, behavior support, and personal care as outlined in students' individualized Education Programs (IEPs).

Key Responsibilities

- Support instructional and classroom activities for students with disabilities.
- Implement accommodations and modifications from students' IEPs under staff guidance.
- Participate in IEP Team meetings when requested.
- Reinforce curriculum content and strategies alongside general and special education teachers.
- Assist with note-taking, assignment support, and administering accommodations for assessments.
- Provide feedback during behavior intervention planning and meetings.
- Support behavior intervention plans by implementing interventions and collecting data.
- Operate and assist with adaptive equipment and assistive technology.
- Assist students with lifting, mobility, and positioning, as needed.
- Provide support during meals, playtime, and other daily routines.
- Address students' personal care and health needs.
- Maintain daily communication logs between home and school.
- Ride the special education bus, if assigned, at the start and/or end of the school day.
- Participate in required training and professional development.
- Ensure consistent attendance and punctuality.
- Perform other duties as assigned by the classroom teacher or school administrator.

Qualifications:

- Strong oral and written communication skills.
- Ability to work collaboratively and respectfully with staff, students, and families.
- Demonstrated physical and mental stamina for the demands of the position.
- Must pass a LiveScan Criminal Records Check.
- Provide a list of professional and personal references.

Application Process

External Candidates

Submit your application through the [Mid-Michigan Area Public Schools Consortium](#) (MMAPS), Job ID 33757. Application materials should include:

- Applications materials should include:
- Letter of interest/cover letter
- Resume
- Transcripts (if applicable)
- Three letters of recommendation

Internal Candidates

Submit a letter of intent to:

- [Doug Hibbs](#), Principal, Buffey Elementary School and
- [Kelli-Ann Fazer](#), Director of Student Services.

The Kearsley Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Kearsley Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Must Be Posted in Three Locations