



Hamtramck Public Schools

Human
Resources

3201 Roosevelt – Hamtramck – MI – 48212 – (313) 892-2017

July 7, 2025

PLEASE POST!

Notice of Position Vacancy: 2025/2026 School Year

TITLE I PARAPROFESSIONAL

Qualifications and responsibilities for this position may be found on the attached sheet.

All **EXTERNAL AND INTERNAL CANDIDATES** must complete an online application. The online application can be accessed from the Hamtramck Public Schools website at www.hamtramckschools.com

Application Deadline: Until Filled

- AN EQUAL OPPORTUNITY EMPLOYER -

It is the policy of Hamtramck Public Schools that no person shall on the basis of sex, race, color, religion, age, national origin or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment in any of its programs or activities. Inquiries related to nondiscrimination should be related to the Title IX Coordinators; Director of Human Resources, Hamtramck Public Schools 3201 Roosevelt, Hamtramck MI 48212 Phone 313-892-5170 or Director of State and Federal Funding 9300 Conant, Hamtramck, MI 48212 Phone 313-892-6895. Nondiscrimination inquiries related to disability should be directed to Section 504 Coordinator, Director of Student Services, 9300 Conant, Hamtramck, MI 48212 Phone 313-892-2037.

James Larson-Shidler
Interim Superintendent of Schools

/bnk

Hamtramck Public Schools

Title I Reading Paraprofessional (2)

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REPORTS TO: Building Principal and Classroom Teacher

QUALIFICATIONS:

- High School Diploma or GED
- Previous experience working with school-aged children in an educational setting preferred
- Two years of college, passed Work Keys, passed the Michigan Test for Teacher Certification- Professional Readiness Exam (MTTC) or passed ETS Paraprofessional Assessment
- Proficiency Test
- Computer proficiency
- Possess excellent reading and writing skills
- Fluency in Arabic or Bengali preferred

DESIRABLE PERSONAL CHARACTERISTICS:

- Is punctual and has regular attendance.
- Maintains confidentiality of information regarding students and programs.
- Can establish a positive rapport with students and staff.
- Exhibits appropriate dress and appearance in keeping with the school environment.
- Ability to work independently and handle multiple tasks.
- Willingness to further education and skills by attending professional development opportunities.
- Is able to accept teacher direction.

PERFORMANCE RESPONSIBILITIES:

- Translate and interpret for students and families.
- Works with individual students or small groups of students to reinforce learning or material or skills initially introduced by the teacher.
- Assists the teacher in devising special strategies for reinforcing materials or skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
- Assists with such large/small group activities such as drill work.
- Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- Alerts the teacher to any problem or situation about a student that may affect classroom instruction or management.
- Assists with students at arrival and dismissal time.
- Guides independent study, enrichment work and remedial work assigned by the teacher.
- Performs other duties as assigned by the supervising teacher.

TERMS OF EMPLOYMENT:

- Grade 2 on the District's Support Staff Salary Schedule
- Work schedule will include only those days when students are in attendance, unless notified otherwise.
- Daily schedule determined by the program administrator
- Maximum of 27.5 hours per week

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Title I Reading and Writing Paraprofessional

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SALARY:

Per the Para Educator Contract

OTHER:

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Upon recommendation for employment, Section 1230g, as amended, of the Revised School Code requires all school employees to be electronically finger printed for the purpose of undergoing a criminal history background check. The fingerprinting is conducted by a third party and is at the expense of the applicant.

(Paid with Title 1 Funding)