



Hamtramck Public Schools

*Human
Resources
Department*

3201 Roosevelt – Hamtramck – MI – 48212 – (313) 591-7417

September 16, 2025

PLEASE POST!

Notice of Position Vacancy: 2025/2026

PARAPROFESSIONAL
Horizon – Adult Education

Monday thru Thursday
8:30 AM – 2:30 PM

ALL APPLICANTS must complete an online application. The online application can be accessed from the Hamtramck Public Schools website at <https://hamtramckschools.org> or Wayne RESA website at <https://smart.resa.net>

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

Hamtramck Public Schools

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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 Parapro Assessment
- Proficiency Test
- Computer proficiency
- Possess excellent math 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/manager direction.

REPORTS TO: Building Administration

JOB GOAL: To assist the teacher with teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

PERFORMANCE RESPONSIBILITIES:

- 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.
- Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- Assist with instructional technology
- 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/principal

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.

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 20 hours per week

SALARY: Per the Para Educator Contract