



Hamtramck Public Schools

Human  
Resources  
Department

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

October 30, 2025

PLEASE POST!

Notice of Position Vacancy: 2025/2026 School Year

## **CLASSROOM PARAPROFESSIONAL** **SPECIAL EDUCATION**

Qualifications and job responsibilities can be found on the attached sheet

**All applicants must complete an online application. The online application can be accessed from the Hamtramck Public Schools website at <https://www.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 313-591-7400 or Director of Student Services, (same address). Nondiscrimination inquiries related to disability should be directed to Section 504 Coordinator, Director of Student Services, (same address and phone number).*

James Larson-Shidler  
Interim Superintendent of Schools

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# Hamtramck Public Schools

## Classroom Paraprofessional Special Education (Page 2)

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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 and or passed ETS paraprofessional test or Work Keys prior to July of 2017
- Proficiency test given by the Department of Special Services

### **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

### **REPORTS TO:**

Building Principal, Director of Special Services and Classroom teacher(s).

### **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.
- Assists with such large/small group's activities such as drill work, reading aloud and storytelling.
- 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.
- Performs other duties as assigned by the supervising teacher.
- Competency and experience working with special needs students
- Competency and experience working with students with limited communication skills
- Competency and skill working with students with behavioral challenges
- Ability to collect, organize data and report to classroom teacher on data collected.

### **TERMS OF EMPLOYMENT:**

- Work schedule will include only those days when students are in attendance, unless notified otherwise.
- Daily schedule determined by the program administrator
- Maximum of 35 hours per week

**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. Cost for fingerprinting is approximately \$70.00.

**SALARY:** *Per the Para Educator Contract*