

Position: Paraprofessional - Class 2 Highly Qualified

Description: A Paraprofessional Class 2 (* Highly Qualified) directly assists students and staff with instructional activities, skill acquisition, and the student support as needed in and out of the classroom.

Duties:

- ❖ Work with the classroom teachers according to lesson plans and routines set up by the teacher and/or building principal
- ❖ Work with students on an individual basis or in small groups in academic areas.
- ❖ Help academically assess students as needed
- ❖ Maintain records as indicated by the administrator.
- ❖ Support classroom teacher with instructional materials as needed
- ❖ Communicate effectively and professionally with students and staff
- ❖ Develop and maintain positive and appropriate relationships with students and staff
- ❖ Attend professional development days as required

Qualifications:

- ❖ Must meet qualifications for paraprofessionals. This requires one of the following:
 - Complete at least two years of study at an accredited institution or higher education(equal to 60 semester hours) OR
 - Obtain an associate degree (or higher) from an accredited institution OR
 - Meet a rigorous standard of quality and demonstrate, through passage of an approved formal state academic assessment. See specific requirements below*
- ❖ Must be able to work individually and in small groups with challenging students
- ❖ Require minimal supervision
- ❖ Ability to function effectively and collaborate regularly as a member of an instructional team
- ❖ An EXCELLENT work attendance record and work habits are required.
- ❖ Ability to use age appropriate tones and language with students including those with special needs
- ❖ Must be able to treat all student information as confidential

Location: Lakewood Middle School

Salary/Benefits: Per Lakewood Education Support Personnel Association (LESPPA) Master Agreement

Hours: 6.5 hours/day 7:15-2:15 Monday - Friday when students are in session with a 30 minute unpaid lunch

* Current State Board of Education Approved Assessments are: College Board SAT - Must score at least a 480 on evidence based reading and writing and a 530 on math. ETS Parapro Assessment - A passing score of 460 is required. Prior approved assessments: MTTC Basic Skills Test, MTTC Professional Readiness Examination, WorkKeys with the minimum scores of: Reading - 4, Math - 4, Writing - 3. ACT (taken between 1/1989-10/2017 - minimum scores of Reading - 22, Math - 22, Combined English & Writing - 22. Michigan Merit Exam (taken 1/2007-1/2015) Reading -1108, Math -1129, Writing - 1129

Application Process:

Notice of Non-Discrimination: Lakewood Schools is committed to an environment that embraces diversity, equity, and inclusion. Lakewood Schools does not discriminate on the basis of race, color, national origin, sex (sexual orientation, gender identity or expression), disability, age, religion, height, weight, marital/family status, military status, ancestry, genetic information, or any other legally protected category.