

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

**Special Education Paraprofessionals (Various Positions)**  
**Autism Spectrum Disorder, Early Childhood Special Education, Resource Room,**  
**Self-Contained Classrooms**  
**(Various Locations) Elementary, Secondary and Transition Services**  
**10 Month, Full-Time**  
**KSP, Paraprofessional Salary (\$19,642-\$27,282)**

## **Scope of Responsibilities**

Works with special needs students within special education classrooms.

## **Performance Responsibilities**

1. Provide behavioral, medical and/or instructional support to eligible special education students in special and/or regular education classes.
2. Escort students in transition (i.e., entering and exiting the building, in the hallways between classes, into and out of breakfast/lunch) as necessary.
3. Communicate with students in a calm and firm manner.
4. Assist in problem solving appropriate strategies, consequences and incentives that support and reinforce student progress.
5. Assist in charting needs and achievements of students as needed.
6. Assist in providing personal care to students including lifting, feeding, toileting and body positioning as needed.
7. Assist with assessment of student progress in achieving goals and objectives.
8. Assist students individually and in groups with academic assignments.
9. Perform routine classroom tasks, such as maintaining records and a clean physical environment, as assigned by the classroom teacher.
10. Assist the classroom teacher in implementing school and/or classroom rules.
11. Perform other duties as assigned.

## **Minimum Qualifications**

1. Must have at least a high school diploma or equivalency and at least one of the following Every Student Succeeds Act (ESSA) qualification:
  - a. two years of study (60 credit hours) at an institution of higher learning.

- b. an associate degree or higher.
  - c. passing scores in math, reading, and writing on the ACT Work Keys Assessment prior to June 1, 2017, or the Basic Skills Test of the Michigan Teacher Test for Certification; or
  - d. passing score of at least 460 on the ETS (Education Testing Service) Paraprofessional Assessment.
2. Ability to speak clearly and express ideas clearly.
  3. Ability to handle and restrain students if necessary.
  4. Good personal appearance and grooming.
  5. Ability to handle the physical requirements of the job: bending, lifting.
  6. Willingness to work with various students in the building.
  7. Ability to maintain necessary energy and composure to work successfully with students.
  8. Ability to develop a rapport with special education students.
  9. Evidence of a desirable work record (i.e., low absenteeism, good job performance, flexibility).

**Please apply online at [www.kalamazoopublicschools.com](http://www.kalamazoopublicschools.com)**

**Kalamazoo Public Schools is an Equal Opportunity Employer.**