



**Special Education Paraprofessional - Elementary and Secondary  
Multiple Positions (Full Time)**

**LOCATIONS:** To Be Determined  
**REPORTS TO:** Student Services Director and/or Principal  
**DATE AVAILABLE:** ASAP  
**POSTING DATES:** **August 27, 2025 until all positions are filled**

**POSITION**

Livonia Public Schools is seeking multiple highly qualified Special Education Paraprofessionals who are responsible for a variety of duties in supporting student needs. The paraprofessional works closely with teachers, administrators, and other professional staff to assist in a multitude of activities that take place daily. These activities may include assisting with the learning and behavioral needs of the student, working with small groups, assisting with medical needs, lunch duty, and bus duty.

**DISTRICT OVERVIEW:**

Livonia Public Schools employs approximately 1,900 staff members, serving approximately 13,300 students pre-K – post secondary. There are 15 elementary schools, 3 middle schools, 3 high schools, 1 career technical center, 1 early childhood center, and 1 vocational and transition center in the school district. The annual budget for Livonia Public Schools is \$175 million, with a state funding of \$9,608 per pupil.

**BENEFITS OF WORKING WITH LIVONIA PUBLIC SCHOOLS:**

Newly hired public school employees are eligible for a traditional pension and tax-deferred retirement savings accounts with an employer matching contribution. The pension component guarantees you monthly retirement benefit payments over your lifetime once you meet age and service requirements. Additionally, as a new public-school employee, you will be automatically enrolled in a Personal Healthcare Fund (PHF), which is a portable, tax-deferred investment account that can be used to pay for healthcare expenses in retirement. Livonia Public Schools will contribute a dollar-for-dollar match on the first 2% you contribute.

As an employee of Livonia Public Schools, you will be a part of a team working together in a positive work climate and a culture of mutual respect to support the successful education of children. Beyond the satisfaction of knowing you're helping thousands of students grow and learn, you will also have the satisfaction of knowing you are a team member with Livonia Public Schools, which means you will have the following perks of employment available to you:

- Medical insurance, including prescription drug coverage:
  - The district's contribution is the maximum allowed by Michigan law.
  - Family coverage eligibility for employees working 30 hours or more per week.
  - Single coverage eligibility for employees working 20 hours but less than 30 per week.

- Optional “cash in lieu” of medical insurance for those who qualify.
- Dental, vision, and life insurance:
  - The district pays 100% of the premium for all employees who have family coverage at 30 hours/week and single coverage at 20 hours/week.
- Long-term disability coverage:
  - The district pays 100% of the premium for employees working 20 hours or more per week.
- Employee Assistance Program for employees and their eligible family members.
  - Completely confidential, short-term counseling service that utilizes a practical approach toward problem resolution and is available 7 days a week, with no cost to the employee.
- Paid holidays; earned vacation, sick, and bereavement days.
- Longevity pay.
- Paid “act of God” days, such as snow days.

Additionally, the children of employees living outside the district’s attendance boundaries may be eligible to attend Livonia Public Schools via schools of choice (must work minimally 20 hours/week).

### **MINIMUM QUALIFICATIONS:**

The following is a list of minimum qualifications for this position, any one of which may be waived by the Administration in exercising its prerogative to determine qualifications.

- Applicants must have met at least one of the following:
  - A high school diploma or GED and
    - A passing score on the Basic Skills Test MTTC; or
    - A passing score of at least 480 on the evidence-based reading and writing section of the SAT and 530 on the mathematics section in lieu of the Basic Skills Test or Professional Readiness Exam; or
    - A passing score of 460 on the ETS Parapro Assessment
  - Complete at least two (2) years of study at an institution of higher education (equal to 60 semester hours)
  - Associate degree or bachelor’s degree
- A passionate commitment to working with students
- Demonstrated positive interpersonal relationships
- Evidence of ability to establish positive working relationships with all stakeholders
- Strong verbal and written communication skills
- Possess a high level of professionalism and confidentiality
- Exemplary organizational skills

### **MAJOR FUNCTIONS AND RESPONSIBILITIES:**

- Develops positive relationships with students and staff
- Works with students individually, in small groups, or in large groups in various school settings
- Collects data based on IEP and /or Behavior Plans requirements and assists staff in implementing interventions for struggling students
- Follows the student’s Individualize Education Plan, Behavior Intervention Plan, or another mandated plan
- Works collaboratively under the direction of teachers to assist students with special academic, behavioral or medical needs
- Communicates and reports progress of students to teachers and administration
- Utilizes patience, judgment and flexibility in dealing with students

- Performs other functions as assigned

### **CONDITIONS OF EMPLOYMENT:**

The employee's salary and working conditions are in accordance with the terms and conditions of the Professional Agreement between the Livonia Public Schools School District and the Livonia Paraprofessionals' Association. **THIS POSTING WILL REMAIN OPEN UNTIL ALL POSITIONS ARE FILLED.**

### **APPLICATIONS PROCESS:**

All applicants , including current LPS employees, must complete and submit an application through Applitrack which can be accessed via the Livonia Public Schools webpage.

All applicants must also attach a cover letter, professional resume, copies of educational documents (transcripts/certificates), and three letters of recommendation to their online application.

*The Livonia Public Schools School District prohibits unlawful discrimination on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, or disability in any of its educational programs or activities. The following person has been designated to handle inquiries and grievances regarding discrimination based on race, color, religion, sex (including sexual orientation, gender identity, and/or transgender status), national origin, age, height, weight, and marital status-Director of Human Resources, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2521. The following person has been designated to handle inquiries and grievances regarding discrimination based on handicap or disability-Director of Student Services, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2524.*