



MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT

621 NEW ST. ♦ P.O. BOX 367 ♦ STANTON, MICHIGAN 48888-0367

TELEPHONE: 989.831.5261 ♦ TDD: 800.649.3777 ♦ FAX: 989.831.8727 ♦ www.maisd.com

Job Id 4337

POSITION OPENING

Posting Date: February 3, 2025

Position: Special Education Para Educator - Classroom Aide Position
Elementary Students with Autism Spectrum Disorder
Seiter Education Center

Effective Date: Immediately

Circumstances: Staff Resignation

Certification/ Qualifications:

1. Minimum High School Diploma or GED
2. Experience working with students with Autism
3. Knowledge of students with Autism and the impact it has on student development
4. Meets Highly Qualified Para Educator qualifications
5. CPI Certification
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Classroom Hours:

Approximately 25-35 hours per week (Balanced Calendar)

Job Goal: To assist the teacher in helping students with impairments achieve maximum benefit from their educational programs.

Job Duties and Performance Responsibilities:

The duties of the para educator will include, but will not be limited to the following:

1. Cooperate with building principal, special education supervisor and teacher.
2. Demonstrates confidentiality.
3. Experience working with children with Emotional Impairments preferred.
4. Ability to lift 50 pounds.
5. Certified in C.P.I.
6. Possess academic skills that enable him/her to support elementary instruction.
7. Aid in implementation of school program: academically, socially and behaviorally.
8. Assist the teacher in dealing with the needs of a group or a particular student.
9. Work cooperatively with teachers and ancillary staff toward the implementation of student objectives, and documentation of progress.
10. Follow behavior intervention plans.

11. Work towards a positive, productive school environment.
12. Supervise students to maintain their health and safety.
13. Assist students in all transitions, school routines and instructional tasks.
14. Maintain classroom routine and behavioral strategies.
15. Carry on relationships with students, other staff in a positive and professional manner.
16. Participate in school activities, programs, etc. as often as possible.

Terms of

Employment:

Wage and benefits per support staff contract depending upon training and experience.

Additional

Information:

Kim Iverson, Associate Superintendent of Special Education
Montcalm Area Intermediate School District
(616) 225-6158 or kiverson@maisd.com

Applications:

If you are qualified and are interested in this position(s), please complete an online application through Applitrack located from the Employment Section on our website www.maisd.com. Submit the application, detailed resume, work experience, references, and pertinent credentials through the online process.

Deadline for

Applications:

Until Filled

Evaluation:

Performance of this job will be evaluated in accordance with the support staff contract.

Statement of Assurance:

It is the policy of Montcalm Area Intermediate School District that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability shall be subjected to discrimination in any program, service, activity, or in employment for which it is responsible. Inquiries related to discrimination should be directed to: MAISD Superintendent, P.O. Box 367, 621 New Street, Stanton, MI 48888. (989-831-5261) **Montcalm County Intermediate School District is an Equal Opportunity Employer. Auxiliary aides and services are available upon request to individuals with disabilities. EEO**

Posted on 02/03/2024 By Jess Dora

Authorization by Kathleen Flynn
Kathleen Flynn, Superintendent MAISD