



1414 Chase St. Greenville, MI 48838
Tel: (616) 754-3686 • Fax (616) 754-5374
www.gpsjackets.org

Title: Special Education Paraprofessional

Location: Lincoln Heights Elementary

Classification: [Greenville Education Support Personnel Association Master Agreement 2023-2026](#)

Reports to: Principal

Schedule: 6.5 hours per day while school is in session

Salary: \$14.34 - \$20.36 per hour based on relevant prior work experience

Benefits: Comprehensive benefits package including medical, vision, dental, and life

POSITION SUMMARY: The Special Education Paraprofessional will provide one-on-one support to students, assisting with instructional activities, behavioral management, and personal care to ensure students can fully participate in their educational program.

DUTIES AND RESPONSIBILITIES: *other duties may be assigned*

- Work closely with teachers to support individualized education plans (IEPs) for students with disabilities
- Provide one-on-one or small group assistance to students in academic and social settings
- Assist students with daily living skills, including feeding, toileting, mobility, and hygiene if needed
- Reinforce classroom lessons and help modify curriculum to meet student learning needs
- Implement behavioral strategies as directed by the teacher
- Monitor and document student progress, behaviors, and needs for teacher and parent communication
- Assist in setting up classrooms, organizing materials, and preparing adapted instructional tools
- Supervise students during recess, lunch, field trips, and transitions between activities
- Foster an inclusive and supportive learning environment for all students
- Ensure the safety and well-being of all children by using proper de-escalation techniques and correct physical restraint methods when necessary
- Commitment to regular and predictable attendance
- Adherence to Greenville Public Schools core values: integrity, collaboration, compassion, and responsibility

QUALIFICATION REQUIREMENTS:

- Strong communication and interpersonal skills to interact positively with students and staff
- Patient and flexible when working with students of different ages and abilities
- Basic computer and organizational skills for clerical tasks
- Satisfactory background check

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent



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PHYSICAL DEMANDS: The employee is regularly required to sit, stand, and walk for extended periods of time. The employee will frequently bend, squat, and kneel to interact with children. The employee will occasionally twist at the neck and trunk. Employees will use their hands to handle, control, grasp, move, and feel documents and equipment. The employee is occasionally required to reach above head and shoulder level. Occasionally required to carry, lift, and move up to 50 pounds. In-person work is required.

OTHER SKILLS AND ABILITIES:

- **Communication:** The employee must have clear speaking and sufficient hearing to communicate effectively and appropriately in person and on the telephone. Ability to write business correspondence in a professional manner. Ability to present information to small and large groups.
- **Reasoning:** Ability to apply common sense understanding to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to use good judgment in making decisions.
- **Interpersonal:** Maintain and encourage a safe environment for all students, staff, and the community. Effective organizational skills. Ability to work without direct supervision. Ability to be flexible in dealing with staff, students, parents, and the community. Demonstrates reliability, punctuality, dependability, honesty, and self-motivation while performing the duties of the position. Exhibits a positive image as a representative of the school district.
- **Mathematics:** Ability to perform basic math computations including addition, subtraction, multiplication, and division, using whole numbers, common fractions, and decimals.
- **Environmental:** The noise level in the work environment is usually moderate to loud. The employee is exposed to infections at a greater risk than the average person. The employee must be able to work under fluorescent lighting. The employee may be required to be outdoors for short periods of time, and is therefore subject to varying weather conditions.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Greenville Public Schools Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.