



Notice of Vacancy

South Lyon Community Schools
345 S. Warren
South Lyon, MI 48178

POSITIONS:

PM Building Para-Educator (SE25)

LOCATION:

Hardy Elementary School

QUALIFICATIONS:

Please see attached

**TERMS OF
EMPLOYMENT:**

27.5 Hours per week
10:45 to 4:15 p.m.
Monday - Friday

**RATE OF PAY
AND FRINGES:**

Per Master Agreement

BEGINNING DATE:

ASAP

**DEADLINE FOR
APPLICATION:**

Internal: August 15, 2025
External: Until filled

APPLICATION:

Internal Candidates:

Susan Toth - Special Education Director
toths@slcs.us

External Candidates:

Applications accepted via Frontline
<https://www.applitrack.com/oaklandschools/onlineapp/>

DATE OF POSTING:

August 9, 2025

Building Para-Educator Job Description

Job Summary: The primary goal of the building para-educator is to support individual elementary building communities in a variety of ways.

Major Tasks and Responsibilities

Health

- Supports implementation of Emergency Medical Care Plans
- Supports implementation of Health Related Section 504 Plans
- Serves as the Designated Staff Member in the supervision of the building Wellness Room(s)
- Receives medications in accordance with District policy and procedures and keeps accurate documentation of medications received
- Consults with RN regarding physician recommended dosage, schedule for administration, how to monitor for potential side effects, and other pertinent data regarding medication
- Administers and records each administration of medication as required by the District and individual healthcare plans and per District policy
- On a timely basis, notifies the RN and District administration of serious incidents, significant health problems
- Reports all suspected abuse/neglect as mandated
- Performs all other health-related work delegated or required at each building as assigned by building and District administrators
- May NOT perform any procedure which is prohibited by any law or regulation

Academic

- Supports implementation of specific fine motor tasks (e.g., cutting and pencil grip)
- Supports implementation of academic support interventions
- Reinforces literacy skills
- Implements specific sensory motor activities

Social Emotional

- Implements positive behavioral interventions
- Implements preventative and supportive interventions (with CPI training)
- Assists with visual schedules and supports throughout the school

General

- Maintains confidentiality of student information
- Seeks clarification of directives as necessary
- Works collaboratively and accepts direction from administration
- Satisfactory oral and written communication skills
- Reviews and follows all Board of Education Policies and expectations
- Duties as otherwise assigned

Minimum Education & Experience Requirements:

- Age of 18 or older
- Meets all district employee requirements for hire
- Current CPR certification preferred (training will be provided as needed)
- Basic First Aid – Red Cross preferred (training will be provided as needed)
- Experience with or understanding prevention, symptoms, and responses to the following emergency conditions is preferred (training will be provided):
 - Seizures
 - Asthma
 - Anaphylaxis
 - Diabetes

Reports to: Director of Special Education/Building Principal and/or Designee

10/20