



School District of the City of Pontiac Human Resources Vacancy Announcement

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT: City of Pontiac School District is an Equal Opportunity Employer. Position is subject to City of Pontiac School District policy, rules, and regulations An Equal Opportunity/Affirmative Action Employer It is the policy of the School District of the City of Pontiac that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further the School District of the City of Pontiac Board of Education strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination. The following individuals have been designated to handle inquiries regarding nondiscrimination policies: Section 504 Coordinator: Yvette Williams, 248-451-6825. All complaints may be addressed to 47200 Woodward Ave, Pontiac, MI 48342.

JOB TITLE:	Paraprofessional
POSITION DESCRIPTION:	To provide structured and innovative instruction to participating special education students that is designed to raise academic achievement levels.
TITLE REPORTS TO:	Building Principal/Director of Special Services
COMPENSATION:	Per the PPIA Contract
LOCATION:	Multiple Locations
LENGTH OF CONTRACT:	185 Days
START DATE:	Upon Hire
FSLA STATUS:	Exempt
DATE OF POSTING	August 13, 2025
INTERNAL POSTING URL:	Online Employment Application Open Positions (applitrack.com)
APPLICATION PROCESS:	Complete application procedure with Oakland Human Resources Consortium (OHRC) Online Employment Application Open Positions
QUALIFICATIONS:	The candidate must possess <ul style="list-style-type: none">• Minimum of an Associate's Degree or 60 college credit hours or state approved test results; must present documents prior to interview• Two years of experience working with the severe profound, medically fragile students and/or with varying disabilities in a self-contained classroom setting.• Ability to work effectively with professional staff• Knowledge of and the ability to assist in instructing reading readiness, writing readiness, mathematics readiness, social-emotional and independence skills, as appropriate• Exemplary attendance pattern• Must meet the standards of "Good Moral Character" which became effective January 28, 1988, as defined by the State of Michigan Department of Human Resources.
LICENSES, REGISTRATION OR CERTIFICATIONS:	<ul style="list-style-type: none">• Criminal background check• Drug screen required

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support designated programs in cooperation with lead teacher
- Keep daily/weekly records on student progress and assist in updating objectives
- Counsel with lead teacher before sending communications home or elsewhere and inform the lead teacher of notes or phone calls received regarding his/her students
- Prepare schedules and materials for week's activities as required by lead teacher
- Participate in parent conferences as needed and assist in preparing and coordinating progress reports Participate, when practical, in educational planning and placement committee meetings on students assigned to his/her group, and at such times as a change of placement is anticipated for his/her students
- Provide for the well-being and safety of those students assigned to his/her care and take care of their bodily needs as required
- Work with supportive personnel in carrying out special program requirements
- Maintain classroom inventories and materials Supervise classroom volunteers assigned Assist all clients in a knowledgeable, cooperative, courteous, and professional manner responding quickly to their needs
- Handle emergency situations and, when appropriate, assigns/contacts appropriate personnel Assist ill/injured students by taking appropriate action in a timely manner

OTHER DUTIES:

- Organizational Support – Follow policies and procedures; complete tasks correctly and on time; supports organization's goals and values; support affirmative action and respect diversity.
- Attendance/Punctuality – Is consistently at work and on time; arrive at meetings and appointments on time.
- Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; complete tasks on time or notify appropriate person with an alternate plan.
- Language Skills – Ability to read, analyze, and interpret written materials. Ability to write reports, and correspondence. Ability to effectively present information and respond to questions.
- Mathematical Skills – Ability to calculate figures and amounts. Ability to do basic bookkeeping.
- Reasoning Ability – Ability to solve and deal with practical problems. Ability to interpret written and oral instructions. Ability to remain flexible and to cope with numerous interruptions.
- Computer Skills - To perform this job successfully, an individual should have knowledge of accounting software; database software; human resource systems; internet software; purchasing processing systems; payroll systems; spreadsheet software and word processing software.
- Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITIES &
REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
 - The employee is frequently required to use hands to finger, handle, or feel.
 - The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel.
 - The employee must occasionally lift and/or move up to 10 pounds.
 - Specific vision ability required by this job includes close vision, distance vision, peripheral vision and ability to adjust focus.
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Job Posting Approved by: Ashley Smith, Interim Assistant Superintendent of Human Resources
Approval Date: 8.13.25