



# Notice of Vacancy

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

<b>POSITION:</b>	<b>(SE31) Special Education Paraeducator – CI</b>
<b>LOCATION:</b>	South Lyon High School
<b>QUALIFICATIONS/ RESPONSIBILITIES:</b>	See Attachment
<b>TERMS OF EMPLOYMENT:</b>	Monday-Friday 7:15 a.m. – 2:15 p.m. (32.5 Hours per Week)
<b>RATE OF PAY AND FRINGES:</b>	Per MESPA Master Agreement
<b>BEGINNING DATE:</b>	ASAP
<b>DEADLINE FOR APPLICATION:</b>	<b>Internal:</b> September 10, 2025 <b>External:</b> Until Filled
<b>APPLICATION:</b>	<b>Internal Candidates:</b> Susan Toth/Special Education Director <a href="mailto:toths@slcs.us">toths@slcs.us</a>  <b>External Candidates:</b> Applications also accepted via Frontline <a href="https://www.applitrack.com/oaklandschools/onlineapp/">https://www.applitrack.com/oaklandschools/onlineapp/</a>
<b>DATE OF POSTING:</b>	September 3, 2025

**SOUTH LYON COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**SPECIAL EDUCATION – PARAEDUCATOR CI**

**REPORTS TO:** Special Education Administration

**RESPONSIBILITIES:** SMALL GROUP INSTRUCTION

1. Leading games and drills.
2. Reinforcement of learning.
3. Reading and storytelling.
4. Demonstrating and reinforcing good manners.
5. Relating pertinent experiences.
6. Directing students in programmed instruction.
7. Utilization of special skills of aide, i.e. cooking, crafts, etc.

**HEALTH/BEHAVIOR ISSUES DUTIES**

1. After training, performs health care responsibilities as necessary including but not limited to catheterizing, suctioning, tube feeding, lifting, diapering, physical management, and administration of medication.
2. After training, implements Behavioral Intervention Plans and behavior supports.

**TUTORING**

1. Individual reinforcement.
2. Exercises with physically handicapped.
3. Language encounters.
4. Drill work.
5. Supervising work and play.

### SUPERVISORY DUTIES

1. Supervision of groups in teacher directed activities.
2. Assisting the special education students in a general education setting, i.e. moving throughout the building, loading and unloading children, using building facilities.
3. Assisting the special education students with self-help skills (bathroom, dressing, diaper changing).

### CLERICAL

1. Typing.
2. Duplicating,
3. Charting of behaviors and academic progress.
4. Materials management.
  - a. Filing
  - b. Cataloging
  - c. Collecting
  - d. Repair
  - e. Production
5. Distributing materials and papers.
6. Checking out books in the library.

### OTHER

1. Assist with “Essential Elements and Extended/Grade Level Content Expectations”.
2. Assisting in general room appearance.
3. Displaying pupil work, bulletin board, hall display.
4. Helping with children's clothing, supplies, desk and locker maintenance.