



NOTICE OF VACANCY

POSTING DATE: September 9, 2025

POSITION ID: 25-ESP-44

POSITION: Special Needs Paraprofessional 504

LOCATION: Forest Elementary

SALARY: Starting at \$16.79 (ESP Master Contract, Level III)
7 HRS/Day, 5 Days/Wk, 10 MO PARA Calendar

START DATE: 2025-2026 School Year

DEADLINE: **Until Filled**

We are seeking a dedicated Special Needs Paraprofessional to support a student with medical needs and assist in the classroom. This role involves close collaboration with teachers, support staff, and families to foster a safe, inclusive learning environment. Candidates must demonstrate strong communication and teamwork skills, and possess the academic ability to support students across content areas.

QUALIFICATIONS

- High school graduate.
- Ability to meet the State of Michigan's requirement for Highly Qualified (Associates Degree or equivalent, 60 credit hours' post-secondary coursework at an accredited college or university, and/or Work Keys), required.
- Ability to communicate effectively and work cooperatively with students, staff members, parents and community.
- Possess academic skills to support students in school content courses to include any additional building needs as determined by teacher, social worker and/or administrator.
- Ability to follow a medical plan, administer medications including the possibility of administering injections, and maintain confidential student records.
- Ability to effectively and accurately record student data relative to student medical and health needs.
- Training will be provided once hired.

ESSENTIAL JOB FUNCTION

- Paraprofessional will support a student with medical needs.
- Assist in the classroom.

BOARD OF EDUCATION EXPECTATIONS FOR ALL FPS EMPLOYEES

To ensure work/choices contribute to the Learner Profile and District Goals, as demonstrated by:

- a. Ability to create a collaborative culture through providing a safe environment for employees to take risks, work independently and interdependently and to value all perspectives.
- b. Ability to establish productive relationships which will support and leave people better off through engagement in courageous conversations and empathetic interactions in order to make choices that build trust and understanding.
- c. Ability to establish an environment of continuous improvement that will provide data/feedback and reflection that will assist in identifying and solving problems in an innovative manner.
- d. Ability to establish an environment for cultural improvement by demonstrating honesty with self and others through equity, not just equality, and seeing and embracing differences as assets.
- e. Ability to know your audience and to tailor communication in a timely, clear and appropriate mode; always seeking to understand.

METHOD OF APPLICATION:

Applications are being accepted online only. To apply for this position, go to the district's web site at www.farmington.k12.mi.us, select Employment on the banner. Please contact allyson.staelgraeve@fpsk12.net for questions.

It is the policy of Farmington Public Schools that no person shall, on the basis of race, creed, color, national origin, sex, age, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or in any of its programs or activities.
