



# Notice of Vacancy

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

**POSITIONS:** Building Para-Educator (SE33)

**LOCATION:** Pearson Elementary School

**QUALIFICATIONS:** Please see attached

**TERMS OF EMPLOYMENT:** 9:45 to 3:20 p.m.  
Monday - Friday

**RATE OF PAY AND FRINGES:** Per Master Agreement

**BEGINNING DATE:** 2025/26 School Year

**DEADLINE FOR APPLICATION:** Internal: June 18, 2025  
External: Until filled

**APPLICATION:** **Internal Candidates:**  
Susan Toth - Special Education Director  
[toths@slcs.us](mailto:toths@slcs.us)

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

**DATE OF POSTING:** September 19, 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**