



September 23, 2025

Internal/External Posting

**Special Education Paraprofessional – ASD  
Leonard Elementary School  
2025-26 School Year**

**Primary Function:** To provide instructional, technical, and supervisory support to staff and students in the building.

**Qualifications – Education & Experience**

- Associates degree or equivalent preferred (highly qualified status required for Title I buildings), minimum high school diploma.
- Ability to effectively relate with students, staff and parents.
- Ability to assist with the instruction of students. Relevant subject area proficiency/expertise/knowledge preferred (i.e., reading, writing, mathematics, language arts, etc.).
- Ability to lift and maneuver 50 pounds, unaided.
- Meet requirements set forth in applicable state and federal laws.
- Ability to manage students in individual, small group and whole group situations.
- Must exhibit a pleasant personality and positive attitude toward working with students, administration, staff and community members.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Essential Duties and Responsibilities:**

- Supervise and monitor students relating to before, during and after school activities as directed by the building administrator(s).
- Provide instruction as directed by the teacher to individual or small groups of special needs students in a variety of areas including but not limited to cognitive, gross and fine motor skills, self-help skills and behavior control; monitor and oversee student drills, practices and related activities.
- Assists the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests and abilities.
- Operates and care for equipment used in the classroom for instructional purposes.
- Help students master equipment or instructional materials assigned by teachers.
- Serves as a source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- Participates in job related in-service training programs.
- Aids students needing assistance in self-care, including toileting, intermittent catheterization and other health care duties, as required and with proper training.
- To demonstrate the ability to be flexible when working with students, teachers and administrators.
- To demonstrate an understanding of the student's disability and to display a positive attitude toward their capabilities and to them as an individual.
- Maintain regular and predictable in-person attendance.
- Support the Oxford Community Schools vision and mission.
- Other duties as assigned.

**Current 2025-26 Base Hourly Rate:** \$16.86

**To Begin:** ASAP

**OESPA members:** Candidates will be required to apply online. Assignments will be determined on the basis of best meeting the needs of the building/students factored in with skills, experience and seniority. Internal applications must be received **no later than 4:00 PM on Monday, September 29.**

**All applicants should apply online via the Oakland Human Resources Consortium:**

**Create an Application/Log-in [here](#)**

**Internal Application Deadline: Monday, September 29 @ 4:00 PM**

**External Application Deadline: Until Filled**