

Office of Human Resources

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31301 Evergreen Road, Beverly Hills, MI 48025

VACANCY ANNOUNCEMENT

POSITION:	Special Education Paraprofessional (Learning Resource Room)	LOCATION:	Quarton Elementary
SALARY:	Commensurate with experience and based on the BAP salary scale	POSTING DATE:	September 23, 2025
SCHEDULE:	Full-time, 10-Month Position	DEADLINE:	Until Filled
		START DATE:	October, 2025

Job Summary:

The Paraprofessional provides assistance to teachers, and other school personnel, in the delivery of quality education and support services for students, in an array of classroom settings. Duties will vary according to the needs of the student(s) from physical assistance and care, to behavior management and academic assistance.

Essential Functions:

Works under the supervision of the teacher by assisting student(s) with disabilities on an individual or group basis in the general education and/or special education classrooms with instructional and non-instructional duties as directed.

Essential duties may include:

- Before instructional start time receives student(s) from transportation as needed.
- Following instructional time assists/escorts student(s) to afterschool activity/ transportation as needed.
- May accompany student(s) to and from their classes and lunch room, as directed.
- Eats lunch with the student(s) as required.
- Assists students, on an individual basis, who have difficulty in understanding directions as needed.
- Encourages student(s) to complete their work.
- Aids in improving students' attitude toward school.
- Interacts with all students and redirects student behavior in a positive manner as needed
- Reinforces the directions and instruction given the student(s) by the classroom teacher
- Accompanies the teacher and class on field trips as needed
- Assist with the completion of daily activity logs; process Medicaid Billings as needed.
- Assists the teacher in setting up work areas or centers.
- Maintain confidentiality concerning student records.
- Provides physical assistance to students with physical challenges, as needed

In order to be successful in this role, an individual must be able to perform each essential function satisfactorily. The essential functions listed are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications & Education:

- (1) 60 semester hours of college credit or obtained an associate's degree preferred; or
- (2) Met a rigorous standard of quality and demonstrated through a formal state or local academic assessment;
- (3) Knowledge of, and ability to assist in, instructing reading, writing, and mathematics; or
- (4) Knowledge of, and the ability to assist in, instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.

Skills:

- Personality and mature judgment to work effectively and harmoniously with both students and adults.
- Competency in all academic areas: reading, writing, spelling and mathematics.
- Good listening and speaking skills.
- Ability to make sound decisions.
- Competency in, and ability to assist students with using, computer programs.
- Knowledge and ability to use effective telephone techniques.
- Ability to be flexible and adaptable, and change activities in the classroom as needed in those unexpected situations.

Requirements

- Be able to provide physical support to students with disabilities
- Be able to lift up to 40 pounds
- Be able to assist with health care procedures
- Be able to support students in general education classes
- Be able to support students in the community
- Be willing to attend professional development annually to increase skills to support students

Salary

Commensurate with experience and based on the [BAP salary scale](#)

Method of Application

Interested external candidates meeting the above qualifications must complete the online application through the Oakland Human Resources Consortium website by the deadline listed. Candidates should include a resume and cover letter. The posting can be found at [Birmingham Human Resources](#), click on **Employment Opportunities > Open Position**

BIRMINGHAM PUBLIC SCHOOLS STATEMENT OF NON DISCRIMINATION

NOTICE OF The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Specialized Instruction and Student Services, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.