



## Talent Management & Development Department

### NOTICE OF VACANCY

JOB ID: 14188

**POSITION:** Substitute Special Education Paraprofessional (PK-6)

**LOCATION:** Location Varies

**SCHEDULE:** Full Time (1.0 FTE)

**SALARY:** \$16.00 per hour

**POSTING DATE:** 10/1/2025

**DEADLINE:** 10/8/2025 or until filled

#### **JOB DESCRIPTION**

District substitute Special Education paraprofessionals support the academic, behavioral and health/physical needs of students with disabilities in a variety of educational settings. Paraprofessionals work under the guidance of the special education and/or general education teacher(s). These positions are guaranteed a minimum of 7 hours per day, 5 days per week but the location can change daily based on the needs of the district. Placement will vary among the Preschool – 6<sup>th</sup> grade buildings in either a Resource Room or Self-Contained classroom.

#### **QUALIFICATIONS**

##### *Preferred Education/Certification*

- High School Diploma

##### *Preferred Experience*

- Completed at least two years of study at an institution of higher education (equal to 60 semester hours) or obtained an associate's degree or higher.
- Skills for effective communication and interpersonal relations with students, staff, and parents.
- The ability/willingness to perform lifts and transfers and assist with personal care needs for students in the program.
- Skill in dealing with challenging behaviors as well as significant academic challenges.
- Experience working with students with a variety of disabilities preferred.
- Meet a rigorous standard of quality and demonstrate, through passage of a formal state or local academic assessment in the following areas:
  - Knowledge of, and the ability to assist in, instructing reading, writing, and mathematics; or knowledge of, and the ability to assist in, instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.

#### **RESPONSIBILITIES & DUTIES**

- Participate in all district-wide professional and specialized training.
- Provide academic support to students with a variety of learning challenges, (either individually or in small groups) in accordance with each student's individual plan.
- Provide behavioral support to students with significantly challenging/aggressive behaviors, including Non-Violent Physical Crisis Intervention techniques, if necessary.
- Provide support for health and personal care needs, including dressing, diapering, toileting, wheelchair lifts/transfers, support with medication, etc.
- Perform other duties as directed by the administrator and/or classroom teacher.

#### **APPLICATION:**

For full consideration of your candidacy, please complete the entire online application on the **Oakland Human Resources Consortium website at <https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160>** by the deadline listed. In addition, upload your letter of interest, resume, transcripts, and any supporting documentation. Due to the potential volume of paper applications we will only consider applications completed online.

#### **INTERNAL CANDIDATES:**

You still need to complete an online internal application through the OHRC website at <https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160>.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Novi Community School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Novi Community School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints should be directed to Laura Carino, Novi Community School District 25345 Taft Rd., Novi, Michigan 48374. Rev. 01-28-23

***Students who are passionate, empowered, and prepared for their world and their future.***