

POSTING ANNOUNCEMENT

JOB ID#	LOCATION	SALARY RANGE	POSTING DATE	POSTING DEADLINE
14250	ADLER ELEMENTARY SCHOOL	In accordance with the MESPA CBA.	10/7/2025	Until Filled

POSITION: 1.0 Paraprofessional – ASD (EXTERNAL) **REPORTS TO:** Building Principal/Director of ISSN

MINIMUM QUALIFICATIONS:

- Must demonstrate literate use of Standard English, both oral and written
- Must demonstrate a basic understanding of the nature of medical interventions and treatment
- Must show common sense in decision making, possess appropriate physical agility, and be able to take initiative when necessary
- Must be able to lift, bend and maneuver specialized equipment
- Ability to communicate and relate to students with medical and communication involvements
- Knowledge in (or ability to learn) instructional computer software
- Must have consistent attendance
- Experience with students with severe multiple needs
- Must have the ability and sensitivity to work with special needs students
- Must have the ability to follow the directions of the assigned teacher and/or administrator

ADDITIONAL QUALIFICATIONS:

- First aid knowledge/experience

POSITION RESPONSIBILITIES:

(As assigned by teacher)

1. Assist students with personal care, feeding, instructional support, manipulative and dismissal
2. Organizing, circulating, maintaining and inventorying of classroom learning materials and stations
3. Production of materials to be used by students
4. Production of information for parents and/or students
5. Assisting in the supervision of student classroom activities
6. Working with groups of children to accomplish a specific task assigned by the teacher
7. Sharing the responsibility of safety and well-being of students
8. Providing general assistance with students and their needs
9. Assisting with technology, student's health care needs and hygiene
10. Assisting students in the utilization of instructional computer software.
11. Other supports as designated by teacher and/or administrator

This position is a 7.5 hour per day position.

CORE COMPETENCIES:

All applicants are expected to skillfully demonstrate the leadership competencies and expertise needed to support systemic reconfiguration and to effectively respond to the district's commitment to "dramatic improvement in student, teacher, and leader performance in a short amount of time" (Chandler & Frank, 2015).

Before applying, please become familiar with the district's Core Competencies for this position by clicking the following link: [BLUEPRINT CORE COMPETENCIES](#)

HOW TO APPLY:

Click on the following link: [Recruiting & Hiring - Southfield Public Schools Online Application](#)

Visit the Southfield Public Schools website:

<https://www.southfieldk12.org/departments/human-resources/job-openings/>

Faxed, mailed, emailed, or hand delivered applications or resumes are not accepted.