



# Notice of Vacancy

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

**POSITION:** (SE36) TEMPORARY Special Education One on One Para-Educator

**LOCATION:** Centennial Middle School

**QUALIFICATIONS/  
RESPONSIBILITIES:** See Attachment

**RATE OF PAY  
AND FRINGES:** Contracted through Willsub \$110 per day

**BEGINNING DATE:** ASAP – December 20, 2025

**DEADLINE FOR  
APPLICATION:** Internal: October 15, 2025  
External: Until Filled

**APPLICATION:** **Internal Candidates:**  
Send letter of interest and resume to:  
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:** October 8, 2025

**Special Education 1:1 Para-Educator  
Elementary and Secondary  
Job Description**

**Job Summary:** The primary goal of the one-to-one para-educator is to support individual students within the elementary building communities in a variety of ways.

**Qualifications:** The following is a list of minimum qualifications for this position, any one of which may be waived by the Administration in exercising its prerogative to determine qualifications.

***Required Education/Certification***

- High School Diploma
- Must meet one of the following requirements:
  - Possess an Associates Degree;
  - Completed 60 college credit hours;
  - Successfully passed the Paraprofessional Assessment Test; or
  - Successfully passed the Basic Skills Michigan Test for Teacher Certification (MTTC) exam

**Major Tasks and Responsibilities:**

**Individual Student Support:**

- Supports students in a variety of school settings: classrooms, recess, lunch, etc.
- Supports implementation of Behavior Intervention Plans
- Reinforces positive interactions and appropriate responses of student
- Help to keep students on task during instructional activities, maintaining consistency throughout the day.
- Follow provided scripts when presented
- Consults with other professionals in support of student
- Keeps accurate documentation of observational data
- Ability to assist with observing and recording behavioral data.

**Academic:**

- Supports implementation of specific fine motor tasks (e.g., cutting and pencil grip)
- Supports implementation of academic support interventions
- Reinforces literacy and mathematical skills
- Implements specific sensory motor activities
- Utilizes visuals as communication tools

**Social Emotional:**

- Implements positive behavioral interventions and behavior plans
- Implements preventative and supportive interventions (with CPI training)
- Assists with visual schedules and supports throughout the school
- Reinforces dignity of students during times of emotional dysregulation
- Engage with students in a positive manner to reduce aggressive and/or abusive behavior that may be related to their disability.

- Provide student supervision, which ensures safety both physically and emotionally.
- Encourages others to accept persons with differences

**Physical Demands:**

- Walking
- Kneeling
- Sitting on floor
- Rising from the floor
- Bending
- Lifting
- Running

**General:**

- Has positive and supportive personal qualities including: warmth, encouraging, patience, consistency, and tolerance.
- Instrumental in supporting a safe and welcoming learning environment by exercising patience, on-the-spot judgement and flexibility at all times.
- Develops positive relationships with students, teachers, parents and colleagues.
- Maintains confidentiality of student information.
- Seeks clarification of directives as necessary.
- Works collaboratively and accepts direction.
- Documentation skills for collecting data.
- Computer literacy.
- Assist with time management, equipment and materials efficiently.
- Must be able to manage stressful situations.
- Reviews and follows all Board of Education Policies and expectations.
- Duties as otherwise assigned.

**Experience Requirements:**

Current CPR and Basic First Aid-Red Cross preferred (training will be provided as needed)  
CPI certification preferred-Nonviolent Crisis Intervention (training will be provided as needed)

**Reports to: Director of Special Education/Building Principal and/or Designee**