



# Notice of Vacancy

## *South Lyon Community Schools*

345 S. Warren  
South Lyon, MI 48178  
248-573-8127

### INTERNAL /EXTERNAL POSTING PLEASE POST!

**POSITION:** (SE42) Paraeducator - EI Program Special Education

**LOCATION:** Centennial Middle School

**QUALIFICATIONS:** See Attachment

**TERMS OF  
EMPLOYMENT:** 7:30 a.m. -2:30 p.m.  
Monday-Friday

**RATE OF PAY  
AND FRINGES:** Per MESPA Master Agreement

**BEGINNING DATE:** ASAP

**DEADLINE FOR  
APPLICATION:** Internal: October 28, 2025  
External: Until filled

**APPLICATION:** Internal Candidates send letter of interest and resume to:  
Susan Toth, Director of Special Education  
[toths@slcs.us](mailto:toths@slcs.us)

**External Applications:** accepted via Frontline  
<https://www.applitrack.com/oaklandschools/onlineapp/>

**DATE OF POSTING:** October 21, 2025

**SOUTH LYON COMMUNITY SCHOOLS**

## **JOB DESCRIPTION**

### **SPECIAL EDUCATION –EMOTIONALLY IMPAIRED CLASSROOM PARAEDUCATOR**

#### **QUALIFICATIONS:**

1. Shall have two years of study at an institution of higher learning or an associate's degree (or higher) or a passing score on either the Basic Skills Test of the Michigan Test for Teacher Certification or the Work Keys Assessment.
1. Shall have experience working with children.
2. Shall have the following personal qualities: warmth, patience, consistency, tolerance, empathy, energetic, in good health and flexibility.

#### **REPORTS TO:**

Director of Special Services, Principal and Supervising Teacher

#### **RESPONSIBILITIES:**

##### **SMALL GROUP INSTRUCTION**

1. Leading games and drills.
2. Reinforcement of learning.
3. Reading and storytelling.
4. Demonstrating and reinforcing good manners.
5. Relating pertinent experiences.
6. Directing students in programmed instruction.
7. Utilization of special skills of aide, i.e. cooking, crafts, etc.

##### **HEALTH ISSUES DUTIES**

1. After training, performs health care responsibilities as necessary including but not limited to catheterizing, suctioning, tube feeding, lifting, diapering, physical management, and administration of medication.

##### **TUTORING**

1. Individual reinforcement.
2. Exercises with physically handicapped.
3. Language encounters.
4. Drill work.
5. Supervising work and play.

##### **SUPERVISORY DUTIES**

1. Supervision of groups in teacher directed activities.
2. Assisting the special education students in a general education setting, i.e. moving throughout the building, loading and unloading children, using building facilities.
3. Assisting the special education students with self-help skills (bathroom, dressing, diaper changing).

### CLERICAL

1. Typing.
2. Duplicating,
3. Charting of behaviors and academic progress.
4. Materials management.
  - Filing
  - Cataloging
  - Collecting
  - Repair
  - Production
5. Distributing materials and papers.
6. Checking out books in the library.

### OTHER

1. Assist with “Common Core State Standards”.
2. Assisting in general room appearance.
3. Displaying pupil work, bulletin board, hall display.
4. Helping with children's clothing, supplies, desk and locker maintenance.