



Notice of Vacancy

South Lyon Community Schools

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

INTERNAL/EXTERNAL POSTING PLEASE POST!

POSITION: (TE41) Temporary 1:1 Paraeducator

LOCATION: Hardy Elementary School

QUALIFICATIONS: See Attachment

TERMS OF EMPLOYMENT: Contracted through Willsub \$110/day

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

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

DATE OF POSTING: October 21, 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

1. High School Diploma
2. 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:

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

Academic:

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

Social Emotional:

16. Implements positive behavioral interventions and behavior plans
17. Implements preventative and supportive interventions (with CPI training)
18. Assists with visual schedules and supports throughout the school
19. Reinforces dignity of students during times of emotional dysregulation
20. Engage with students in a positive manner to reduce aggressive and/or abusive behavior that may be related to their disability.
21. Provide student supervision, which ensures safety both physically and emotionally.

22. Encourages others to accept persons with differences

Physical Demands:

- 23. Walking
- 24. Kneeling
- 25. Sitting on floor
- 26. Rising from the floor
- 27. Bending
- 28. Lifting
- 29. Running

General:

- 30. Has positive and supportive personal qualities including: warmth, encouraging, patience, consistency, and tolerance.
- 31. Instrumental in supporting a safe and welcoming learning environment by exercising patience, on-the-spot judgement and flexibility at all times.
- 32. Develops positive relationships with students, teachers, parents and colleagues.
- 33. Maintains confidentiality of student information.
- 34. Seeks clarification of directives as necessary.
- 35. Works collaboratively and accepts direction.
- 36. Documentation skills for collecting data.
- 37. Computer literacy.
- 38. Assist with time management, equipment and materials efficiently.
- 39. Must be able to manage stressful situations.
- 40. Reviews and follows all Board of Education Policies and expectations.
- 41. 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

