



Notice of Vacancy

South Lyon Community Schools

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

INTERNAL /EXTERNAL POSTING PLEASE POST!

POSITION:	(SE44) Special Education Paraeducator – CI
LOCATION:	Centennial Middle School
QUALIFICATIONS:	See Attachment
TERMS OF EMPLOYMENT:	7:20 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 External Applications: accepted via Frontline https://www.applitrack.com/oaklandschools/onlineapp/
DATE OF POSTING:	October 22, 2025

**SOUTH LYON COMMUNITY SCHOOLS
JOB DESCRIPTION**

SPECIAL EDUCATION – PARAEDUCATOR CI

REPORTS TO: Special Education Administration

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/BEHAVIOR 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.
2. After training, implements Behavioral Intervention Plans and behavior supports.

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.
 - a. Filing
 - b. Cataloging
 - c. Collecting
 - d. Repair
 - e. Production
5. Distributing materials and papers.
6. Checking out books in the library.

OTHER

1. Assist with “Essential Elements and Extended/Grade Level Content Expectations”.
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.