



October 23, 2025

Internal/External Posting

**Special Education Paraprofessional  
Clear Lake Elementary School  
2025-26 School Year**

**Primary Function:** To provide instructional, technical, and supervisory support to staff and students in the building.

**Qualifications – Education & Experience:**

1. Associates degree or passing score on ETS ParaPro Assessment required.
2. Ability to effectively relate with students, staff, and parents.
3. Ability to assist with the instruction of students.
4. Ability to lift and maneuver 50 pounds, unaided.
5. Meet requirements set forth in applicable state and federal laws.
6. Ability to manage students in individual, small group, and whole group situations.
7. Must exhibit a pleasant personality and positive attitude toward working with students, administration, staff, and community members.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Essential Duties & Responsibilities:**

1. Supervise and monitor students relating to before, during and after school activities as directed by the building administrator(s).
2. Work with individual students or small groups of students to reinforce learning of material or skills assigned by the teacher.
3. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities.
4. Operate and care for equipment used in the classroom for instructional purposes.
5. Help students master equipment or instructional materials assigned by teachers.
6. Serve as a source of information and help to any substitute teacher assigned in the absence of the regular teacher.
7. Participate in job related in-service training programs.
8. Aid students needing assistance in self-care, including toileting, intermittent catheterization, and other health care duties, as required and with proper training.
9. Demonstrate the ability to be flexible when working with students, teachers, and administrators.
10. Demonstrate an understanding of the student's disability and display a positive attitude toward his/her capabilities and to the student as an individual.
11. Maintain regular and predictable in-person attendance.
12. Support the vision and mission of Oxford Community Schools.
13. Other duties as assigned by the Executive Director of Special Education or Building Principal.

**OESPA 2025-26 Base Hourly Rate:** \$16.86

**To Begin:** November 2025 or ASAP

**OESPA members:** Candidates will be required to apply online. Assignments will be determined on the basis of best meeting the needs of the building/students factored in with skills, experience and seniority. Internal applications must be received **no later than 4:00 PM on Wednesday, October 29.**

**All applicants should apply online via the Oakland Human Resources Consortium**

**Create an application/Log-in [here](#)**

**Internal Application Deadline: Wednesday, October 29 @ 4:00 PM**

**External Application Deadline: Until Filled**