



School District of the City of Pontiac Human Resources Vacancy Announcement

The City of Pontiac School District is an Equal Opportunity/Affirmative Action Employer and adheres to all district policies, rules, and regulations. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program, activity, or employment on the basis of race, color, religion, national origin, sex, age, or disability. The district complies with all applicable federal and state laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Michigan Department of Education policies and regulations prohibiting discrimination. For inquiries regarding non-discrimination policies under Title II, Title VI, or Title IX, contact 248-451-6802. For questions related to Section 504, contact 248-451-6825. Complaints may be addressed to 47200 Woodward Ave, Pontiac, MI 48342.

JOB TITLE:	Bilingual Para Educator
POSITION DESCRIPTION:	A bilingual (Spanish) paraeducator performs duties that are instructional in nature or delivers direct services to students identified as English Language Learners; serves in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services relating to the physical and instructional needs of English Language Learner students.
TITLE REPORTS TO:	Building Principal
COMPENSATION:	Per PPIA Agreement
LOCATION:	Pontiac Middle School
LENGTH OF CONTRACT:	185 Days
START DATE:	Upon Hire
FLSA STATUS:	Exempt
DATE OF POSTING	February 18, 2026
QUALIFICATIONS:	<ul style="list-style-type: none"> ● Minimum of an Associate’s Degree or 60 college credit hours; must present documents prior to interview. ● Two years’ experience working with students. ● Must be proficient in both spoken and written English and Spanish. ● Ability to communicate clearly and concisely in English and Spanish, both orally and in writing including clear, polite telephone communication skills. ● Ability to work effectively with professional staff. ● Knowledge of and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness as appropriate. ● Exemplary attendance pattern. ● Experience with using Google Apps: Drive, Docs, Slides
LICENSES, REGISTRATION OR CERTIFICATIONS:	<ul style="list-style-type: none"> ● Criminal background check ● Drug screen required
INTERNAL POSTING URL:	https://www.applitrack.com/oaklandschools/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=14512
APPLICATION PROCESS:	Online Employment Application Open Positions

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support designated programs in cooperation with the lead teacher, works with English Learner students individually or in small groups, reinforcing or following up on the teacher's lessons.
- Ability to work efficiently under minimum supervision.
- Assists in testing, in scoring tests, and in the evaluation of progress and problems.
- Follow teacher's lesson plans, assists teacher in preparation of plans.
- Willingness to assist English Learner/Bilingual students with academic needs.
- Help instruct in two languages, English and Spanish.
- Acts as a Spanish language interpreter between staff, students and parents.
- Translates documents from English to Spanish.
- Keep daily/weekly records on student progress and assist in updating objectives.
- Demonstrates ethical behavior and confidentiality of information about students in both the school and community environments.
- Counsel with the lead teacher before sending communications home or elsewhere and inform the lead teacher of notes or phone calls received regarding his/her students.
- Prepare schedules and materials for the week's activities as required by the lead teacher.
- Participate in parent conferences as needed and assist in preparing and coordinating progress reports.
- Attend in-service training and appropriate coordination meetings.
- Participate, when practical, in educational planning and placement committee meetings for English Learner students.
- Handle emergencies and when appropriate, assigns/contacts appropriate personnel.

PHYSICAL ACTIVITIES & REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
- The employee is frequently required to use hands to finger, handle, or feel.
- The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision ability required by this job includes close vision, distance vision, peripheral vision and ability to adjust focus.

Job Posting Approved by: Ashley Smith, Interim Assistant Superintendent of Human Resources
Approval Date: 02/18/2026