EMPOWERING LEARNERS. BUILDING COMMUNITY. INSPIRING FUTURES.

October 5, 2026 **Internal/External Posting**

Special Education Paraprofessional
ASD Classroom (7.5 hours)
Daniel Axford Elementary School
2026-27 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 equivalent preferred (highly qualified status required for Title I buildings), minimum high school diploma.
2. Ability to effectively relate with students, staff and parents.
3. Ability to assist with the instruction of students. Relevant subject area proficiency/expertise/knowledge preferred (i.e., reading, writing, mathematics, language arts, etc.).
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 and Responsibilities:

1. Supervise and monitor students relating to before, during and after school activities as directed by the building administrator(s).
2. Provide instruction as directed by the teacher to individual or small groups of special needs students in a variety of areas including but not limited to cognitive, gross and fine motor skills, self-help skills and behavior control; monitor and oversee student drills, practices and related activities.
3. Assists the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests and abilities.
4. Operates and care for equipment used in the classroom for instructional purposes.
5. Help students master equipment or instructional materials assigned by teachers.
6. Serves as a source of information and help to any substitute teacher assigned in the absence of the regular teacher.
7. Participates in job related in-service training programs.
8. Aids students needing assistance in self-care, including toileting, intermittent catheterization and other health care duties, as required and with proper training.
9. To demonstrate the ability to be flexible when working with students, teachers and administrators.
10. To demonstrate an understanding of the student's disability and to display a positive attitude toward their capabilities and to them as an individual.
11. Maintain regular and predictable in-person attendance.
12. Support the Oxford Community Schools vision and mission.
13. Other duties as assigned.

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Assistant Superintendent of Human Resources, 775 W. Drahner Rd., Oxford, MI 48371, (248) 969-5004.

OESPA 2026-27 Base Hourly Rate: $17.20

To Begin: October 2026

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 Friday, October 9.***

All applicants should apply online via the Oakland Human Resources Consortium:
Create an Application/Log-in here

Internal Application Deadline: Friday, October 9 @ 4:00 PM
External Application Deadline: Until Filled

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Assistant Superintendent of Human Resources, 775 W. Drahner Rd., Oxford, MI 48371, (248) 969-5004.