Notice of Vacancy

South Lyon Community Schools

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

INTERNAL /EXTERNAL POSTING
PLEASE POST!

POSITION:	**(SE31)** Special Education Program Paraeducator
LOCATION:	**Salem Elementary School**
QUALIFICATIONS:	See Attachment
TERMS OF EMPLOYMENT:	8:45 a.m. to 4:00 p.m. Monday-Friday
RATE OF PAY AND FRINGES:	Per MESPA Master Agreement
BEGINNING DATE:	**2026/2027 School Year**
DEADLINE FOR APPLICATION:	**Internal: December 4, 2026** **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:	**November 20, 2026**

SOUTH LYON COMMUNITY
SCHOOLS JOB DESCRIPTION

SPECIAL EDUCATION Program Paraeducator

REPORTS TO: Director of Special Education, Principal and Supervising Teacher

QUALIFICATIONS:

1. Completion of two years of study or more at an institution of higher education (equal to 60 semester hours);
2. Obtain an associate's degree or higher;
3. Meet a rigorous standard of quality and demonstrate, through a formal state or local academic assessment:
4. The Michigan Board of Education has approved the following formal assessments by which a paraprofessional can demonstrate knowledge to meet standard #3:

- *ETS ParaPro Assessment* with a passing score of 460.
- *Michigan Test for Teacher Certification – Basic Skills* (MTTC)

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.