



NOTICE OF VACANCY

- POSTING DATE:** December 5, 2023
- POSITION:** Special Education Paraprofessional
Elementary and High School Positions
- REPORTS TO:** Building Principal and Director of Special Education
- QUALIFICATIONS:**
- High school diploma or equivalent
 - Associates degree and/or completion of 60 hours of instruction of higher education and/or be able to demonstrate through State or local academic assessment, knowledge of and the ability to assist in the instruction of reading, writing, and mathematics
 - Ability to work collectively with team members
 - Ability to build and maintain effective working relationships with students and staff
 - Ability to learn and implement new strategies or procedures to assist students
 - Ability to adjust quickly to meet student needs
 - Strong communication skills
 - Physical abilities sufficient to frequently stand, walk, bend, kneel, and/or lift
 - Willingness to be trained in medical protocols for students
 - Excellent attendance on assigned workdays
 - Ability to respect and maintain confidentiality
 - Ability to work as a member of multiple student teams
- RESPONSIBILITIES:**
- Assist students academically, behaviorally, and medically in all school settings
 - Preparation and adoption of instructional materials under the direction of teachers
 - Implementation of students' academic, medical, and positive behavioral support plans
 - Work as a team member supporting program, building and district practices and policies
 - Supervise students in unstructured settings including arrival, dismissal, recess, lunch, and hallways
- SALARY/WAGES:** [Per Paraprofessional Master Agreement](#)
- STARTING DATE:** As soon as possible
- SEND LETTER OF INTEREST AND RESUME TO** Williamston Community Schools
RE: Special Education Paraprofessional
418 Highland Street
Williamston, MI 48895
- OR ONLINE @:** <https://jobs.redroverk12.com/org/1121>
- DEADLINE:** Until filled