



Strong Schools, Stronger Communities

#89

INTERNAL/EXTERNAL

Position: LRE Para-Educator
Salary: MCCA Para-Educator Schedule
Terms: 179.5 days/year, 35 hrs/week with full benefit package
Posted: January 8, 2019
Closing Date: January 14, 2019

Muskegon Public Schools has an open position for an LRE Para-Educator at Moon Elementary.

Qualifications:

The general ability to work with demanding special education students individually or in small groups within the general education environment. This may include toileting and/or handling of special instructional interventions for children with special physical and learning problems. The willingness to accept difficult assignments and the ability to respond to the children's needs as well as special skills in behavior management may be required.

Education:

Paraprofessionals must meet Highly qualified requirements (any one of the following):

- Associate's degree or higher OR
- Completed 60 semester hours OR
- Achieved minimum WorkKeys test scores of: (4)Reading (4)Math (3)Writing OR
- Achieved minimum ETS Paraprofessional Assessment score of 460

Applicants:

Please apply through our online application system, AppliTrack.

Website: www.muskegonpublicschools.org

Click Quick Link -Careers and submit an application.

Please follow directions carefully and review your application for accuracy.

Be sure to include the following:

- A cover letter stating your interest.
- A current resume listing experience, qualifications plus other relevant information.
- A current transcript and/or a copy of your testing summary.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

MUSKEGON PUBLIC SCHOOLS
Job Description

POSITION TITLE:	Para-Educator
SALARY LEVEL:	Classification C
TERMS OF EMPLOYMENT:	Elementary 179.50 days/year, 35 hours/week Secondary 179.50 days/year, 35 hours/week
RESPONSIBLE TO:	Office of Specialized Instruction, Principal, or designee

GENERAL JOB FUNCTION: The primary function of the Para-Educator is to assist students with disabilities in order to facilitate access to educational setting, curriculum and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assist students with disabilities individually or in small groups in order to help them access the education setting, curriculum and activities.
2. Observe student performance and record relevant data to assess progress.
3. Carry out therapeutic regimens such as, but not limited to: behavior support plans, personal development plans, and therapy activities, under the supervision of instructors or therapists.
4. Provide personal care services to students with disabilities, including but not limited to: eating/feeding, toileting, grooming, dressing, transferring, ambulation, personal hygiene, mobility/positioning, meal preparation, skin care, bathing, maintain continence, redirection, and intervention for behaviors.
5. Document provision of personal care services for Medicaid billing and for maintenance of record keeping
6. Carries out instructional plans as designated by the special education teacher and the student's Individual Educational Plan (IEP)
7. Assist in the physical movement of students from one learning environment to another.
8. Respond to the needs of children in various situations, including toileting, suctioning, feeding, dressing, and positioning.
9. Transporting students to therapy, bus, and special classes.
10. Assist student in computer, gym, library, lunch and art classes.
11. Help student with academics and correct work.
12. Acts as liaison between special education personnel and regular education personnel.
13. Frequent walking, standing, sitting, stooping, and lifting of student as needed.

QUALIFICATION:

1. Ability to work with elementary or secondary students with a variety of disabilities.
2. Positive attitude.
3. Willingness to accept difficult assignments.
4. Ability to respond to the children's needs.
5. Ability to follow a schedule independently.

6. Ability to be self-motivated and flexible.
7. Evidence of intuitive caring for the children.

DESIRED QUALIFICATIONS

1. Experience or training in working with children.
2. Behavior management.
3. Experience with physically handicapped persons.
4. Ability to keep documentation/charting.
5. Ability to use simple office machines.
6. Ability to type.
7. Training in safety and crisis prevention techniques.

EDUCATIONAL REQUIREMENTS:

All Para-Educators are required to have an associate or higher degree in a related field, or have completed 60 semester hours; or passed the state approved WorkKeys test meeting the minimum score requirements (Reading for Information 4, Math 4, Writing 3); or passed the ETS Parapro Assessment meeting the minimum score requirement of 460.

Prepared by:
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Approved by:

Catherine Kloska
Talent Management for Support Staff

November 5, 2018

Christine Roberson
Director of Specialized Instruction

November 5, 2018