



# Notice of Vacancy

South Lyon Community Schools  
345 S. Warren  
South Lyon, MI 48178

<b>POSITIONS:</b>	<b>Building Para-Educator (SE14)</b>
<b>LOCATION:</b>	Hardy Elementary School
<b>QUALIFICATIONS:</b>	Please see attached
<b>TERMS OF EMPLOYMENT:</b>	10:45 – 4:15 pm - Monday through Friday
<b>RATE OF PAY AND FRINGES:</b>	Per Master Agreement
<b>BEGINNING DATE:</b>	2022/2023 School Year
<b>DEADLINE FOR APPLICATION:</b>	Internal: August 23, 2022 External: Until filled
<b>APPLICATION:</b>	<b>Internal Candidates:</b> Susan Toth, Special Education Director <a href="mailto:toths@slcs.us">toths@slcs.us</a>  <b>External Candidates:</b> Applications accepted via Oakland Human Resources Consortium <a href="https://ats4.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=JA000529">https://ats4.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=JA000529</a>
<b>DATE OF POSTING:</b>	August 16, 2022

## **Building Para-Educator Job Description**

**Job Summary:** The primary goal of the building para-educator is to support individual elementary building communities in a variety of ways.

### **Major Tasks and Responsibilities**

#### **Health**

- Supports implementation of Emergency Medical Care Plans
- Supports implementation of Health Related Section 504 Plans
- Receives medications in accordance with District policy and procedures and keeps accurate documentation of medications received
- Consults with RN regarding physician recommended dosage, schedule for administration, how to monitor for potential side effects, and other pertinent data regarding medication
- Administers and records each administration of medication as required by the District and individual healthcare plans and per District policy
- On a timely basis, notifies RN and District administration of serious incidents, significant health problems
- Reports all suspected abuse/neglect as mandated
- Performs all other health-related work delegated or required at each building as assigned by building and District administrators
- May NOT perform any procedure which is prohibited by any law or regulation.

#### **Academic**

- Supports implementation of specific fine motor tasks (e.g., cutting and pencil grip)
- Supports implementation of academic support interventions
- Reinforces literacy skills
- Implements specific sensory motor activities

#### **Social Emotional**

- Implements positive behavioral interventions
- Implements preventative and supportive interventions (with CPI training)
- Assists with visual schedules and supports throughout the school

#### **General**

- Maintains confidentiality of student information
- Seeks clarification of directives as necessary
- Works collaboratively and accepts direction from administration
- Satisfactory oral and written communication skills

- Reviews and follows all Board of Education Policies and expectations.
- Duties as otherwise assigned.

**Minimum Education & Experience Requirements: Age**

of 18 year or older

Meets all district employee requirements for hire

Current CPR certification preferred (training will be provided as needed)

Basic First Aid - Red Cross preferred (training will be provided as needed)

Experience with or understanding of prevention, symptoms, and responses to the following emergency conditions is preferred (training will be provided):

- Seizures
- Asthma
- Anaphylaxis
- Diabetes

**Reports to: Director of Special Education/Building Principal and/or Designee**