



# Notice of Vacancy

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

**POSITION:** (SE25) Paraeducator – Cognitive Impaired

**LOCATION:** South Lyon High School

**QUALIFICATIONS/  
RESPONSIBILITIES:** See Attachment

**TERMS OF  
EMPLOYMENT:** Monday-Friday 7:15 a.m. – 2:15 p.m. (32.5 Hours per Week)

**RATE OF PAY  
AND FRINGES:** Per MESPA Master Agreement

**BEGINNING DATE:** 2022/2023 School Year

**DEADLINE FOR  
APPLICATION:** **Internal:** November 30, 2022  
**External:** Until Filled

**APPLICATION:** **Internal Candidates:**  
Susan Toth/Special Education Director  
[toths@slcs.us](mailto:toths@slcs.us)

**External Candidates:**  
Applications also accepted via Oakland Human Resources Consortium  
<https://www.applitrack.com/oaklandschools/onlineapp/>

**DATE OF POSTING:** November 18, 2022

**SOUTH LYON COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**SPECIAL EDUCATION – PARAEDUCATOR CI**

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

**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.