

**Delton Kellogg Schools  
Delton, Michigan**

**Internal Posting  
Paraprofessional – Special Education**

**POSITION TITLE:** Paraprofessional Middle School - LRE - 7.0 hours per day school days  
**DEPARTMENT:** Special Education  
**REPORTS TO:** School Principal and Special Education Director  
**PREPARED BY:** Superintendent's Office

**DATE:** 7/17/19

**SUMMARY:**

Assist teachers in Special Education with daily activities and student management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Works one-on-one with a special education student.  
May work in small groups with special education students (academic and non-academic).  
Implements/supports behavior plans and student behavior in all areas of the school environment.  
Performs duties in special education settings.  
Provide student support in a Least Restrictive Environment  
Document student behavior on a daily basis  
Redirect student behavior and reinforce appropriate behavior throughout the school day.  
Redirect student behavior and reinforce appropriate behavior throughout the school day  
Other duties as assigned by the Superintendent or his/her designee.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Has successfully passed work keys testing.

**EDUCATION and/or EXPERIENCE:**

Associates degree or 60 semester credits at a four-year accredited college or university, or successfully passed a state approved skills test; previous experience with physically, emotionally or mentally impaired students or a combination of experience and post high school training is preferred. Nonviolent Crisis Training preferred.

**LANGUAGE SKILLS:**

Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to staff, parents, students and administrators.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Ability to work with emotionally, physically and/or mentally impaired students. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is frequently required to bend at the trunk more than the average person. Occasionally the employee is required to lift/or move up to 90 pounds such as to move students and equipment on wheels. Specific vision abilities required by this job include close vision, and peripheral vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

This person will wear clothing in accordance with building policy.

**Reports To:** School Principal  
**Contract Terms:** School Year – 7.0 hours per day  
**Probationary Rate of Pay:**  
**Rate of Pay (after probation):**  
**Deadline:** July 30, 2019

Interested applicants should fill out an application and send a letter of interest and resume to:  
Delton Kellogg Central Administrative Office  
Kyle B. Corlett, Superintendent  
327 N. Grove Street  
Delton, MI 49046  
[carol.hersha@dkschools.org](mailto:carol.hersha@dkschools.org)

*The final candidates for this position will be required (at your cost) to furnish Delton Kellogg Schools with a current Michigan State Police and FBI criminal records check prior to our recommendation to hire.*

*Delton Kellogg School District is an Equal Opportunity Employer and does not discriminate in its educational policies or practices on the basis of religion, race, color, sex, national origin or handicap of any individual.*

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

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