

Come Join Our Team!

POSITION:	Special Education Paraprofessional – ASD Focus – 1.0 FTE
LOCATION:	Glencairn Elementary School
SALARY:	\$16.28 - \$22.42 per hour
WORK YEAR:	35 hours/week
START DATE:	24/25 School Year
REPORTS TO:	Building Principal
APPLICATION DEADLINE:	August 16, 2024



www.bit.ly/elpsjobs

General Summary

In accordance with the established policies and procedures of the East Lansing Public School District, the Special Education Paraprofessional is responsible for assisting the teacher with teaching-related activities as well as non-teaching activities. The paraprofessional will be evaluated by the building principal. The duties listed below are not all-inclusive but are indicative of the major responsibilities of this position.

About the Role

1. Provides group or individualized academic instruction, remediation or guided practice using instructional objectives and lessons developed by the teacher.
2. Implements program-wide and individual student behavior intervention programs, including monitoring behavior data collection, preparing incident reports, physical intervention and reward system under the direction of classroom teachers.
3. Supervises and monitors students within non-structured settings (i.e. arrival, departure, lunch and recess).
4. Collects information on and summarizes student progress toward achievement of IEP goals/objectives under the direction of classroom teachers.
5. Assists in the development, maintenance, and adaptation of instructional materials under the direction of classroom teachers.
6. Records attendance, maintains records, and performs other clerical tasks under the direction of classroom teachers.
7. Assists in the use of instructional technology under the direction of classroom teachers.
8. Cleans and sanitizes classroom equipment according to district standards.
9. Supervises students under teacher direction within school or community based instructional settings.
10. Assumes other duties and responsibilities as assigned by classroom teachers or the supervising administrator.

Education, Knowledge and Skills Required

1. A high school diploma or equivalent is required.
2. The demonstrated ability to use basic office and audiovisual equipment is required.
3. The demonstrated ability to communicate verbally and in writing is required.
4. The demonstrated ability to work with students at varying age/developmental levels is required.
5. The demonstrated ability to work with computer programs including basic word processing is desired.
6. The ability to carry out lesson plans for small groups and/or individual students or modify lesson plans or materials as needed is required.
7. as needed is required.
8. The ability to push and/or pull up to 220 pounds on a wheeled cart is required.
9. The ability and willingness to participate in and implement CPI training and other relevant training.
10. May be required to assist with Community Based Instruction activities, depending on the student's IEP.
11. Training and experience working with children having ASD is preferred.

About Us

East Lansing Public Schools, home of Michigan State University (MSU) and a neighbor to the state capital, is seeking a dynamic individual to work in our highly diverse school district. This individual must love kids, have a passion for their success, be a collaborative team player, have a deep understanding of best practices for teaching and learning and engage all students in the learning process. Come work in a district that has built six new elementary schools with state-of-the-art instructional and sustainable enhancements, has multiple partnerships with MSU, encourages continuous professional growth and learning and is highly supported by its families and community!



Why Join ELPS

- ✓ Commitment to creating a positive learning experience for all students
- ✓ Diverse education community
- ✓ Competitive compensation and benefits
- ✓ Collaborative and supportive environment
- ✓ Robust professional development opportunities

How To Apply

Apply online at: inghamisd.org. In addition to completing the online application, upload your letter of interest, resume, transcripts, and other requested supporting documentation.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the East Lansing Public Schools that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, East Lansing Public Schools has appointed a Title IX Coordinator. Any questions, suggestions or complaints should be directed to:

Rulesha Glover-Payne
Chief Human Resources Officer and Title IX Coordinator
East Lansing Public Schools
509 Burcham Drive
East Lansing, Michigan 48823