



101 Phillips
Clawson, MI 48017
248.655.4400
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VACANCY INTERNAL / EXTERNAL POSTING

POSTING DATE: August 11, 2025

POSITION: PARAPROFESSIONAL I – GSRP Program
Clawson Early Childhood Center

MINIMUM QUALIFICATIONS:

- High School Diploma required; CDA or Associate in Early Childhood preferred
- Knowledge of GSRP and High Scope curriculum

JOB DUTIES:

- Planning menus for children in GSRP program--as well as children with allergies
- Preparing breakfast, lunch and snack
- Set up and cleanup of breakfast and lunch in gym
- Meeting CACFP requirements (Child and Adult Care Food Program)
- Working in GSRP classrooms for lunch breaks and when not working in kitchen
- Taking online courses for food certification
- Other duties as may be assigned

Salary: \$15.25 per hour (Step 2 of the Paraprofessional I pay scale)

Starting Date: Beginning with the 2025-2026 school year

Hours: Monday thru Thursday – 7 hours per day (8:00 a.m. – 3:30 p.m.)

APPLICATION PROCEDURE – INTERNAL:

AN **INTERNAL CANDIDATE** is considered to be a member of the Paraprofessional bargaining unit. Internal Candidates please submit a letter of interest via Melanie.Post@clawsonschools.org by August 18, 2025.

EXTERNAL CANDIDATE APPLICATION

PROCEDURE: ►►► *Please apply through Oakland Human Resources Consortium:
<https://www.oakland.k12.mi.us/careers>

*Please **DO NOT** mail or bring copies of your application materials to the district or any school office unless specifically requested. The district no longer retains or utilizes paper documents in the initial screening process and unsolicited materials will not be retained.

EXTERNAL DEADLINE: Until filled

Clawson is an equal opportunity employer and fully subscribes to the principles of Equal Opportunity. The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices.