



626 Phillips
Clawson, MI 48017
248.655.4400
FAX: 248.655.4422

INTERNAL / EXTERNAL POSTING

POSTING DATE: January 15, 2025

POSITION: **PARAPROFESSIONAL I – Special Education
Clawson High School**

Position Summary: Provide assistance to the classroom teacher and/or related service provider, and provide aid and support to special education students

Essential Duties and Responsibilities:

- ❖ Assist students in class assignments, reinforce instruction, and assist with classroom and building activities
- ❖ Assist classroom teacher in maintaining a safe, orderly, and productive classroom environment utilizing Positive Behavior Support and universal strategies
- ❖ Work with teachers and/or ancillary staff in development of academic modifications / accommodations that support students
- ❖ Keep accurate records and chart performance of students as directed by teacher
- ❖ Communicate regularly with teachers and/or ancillary staff
- ❖ All other duties as may be assigned

Required Certification:

As defined by the No Child Left Behind Act of 2001, you must be “Highly Qualified” to work in this position. To be “Highly Qualified”, you must have **ONE** of the following:

- A four-year college degree **OR**
- A two-year associate’s degree **OR**
- A total of 60 college credits in ANY subjects **OR**
- Take and pass the WORKKEYS TEST for Assistant Teachers

Minimum Education and Experience:

- ❖ High school diploma or general education degree (GED)
- ❖ 2 - 3 years related experience and/or training preferred in the area of working with children with special needs children
- ❖ Experience in implementing modifications / accommodations in the general education setting
- ❖ Experience in Positive Behavior Support and CPI preferred

Salary: \$14.75/hr. in accordance with Step 1 Clawson Paraprofessional Association MEA/NEA Pay Scale for Paraprofessional I

Hours: 6.50 hours per day

APPLICATION PROCEDURE – INTERNAL:

AN **INTERNAL CANDIDATE** is considered to be a member of the Paraprofessional bargaining unit **only**. Internal Candidates please submit a letter of interest via Linda.Gould@clawsonschools.org by January 24, 2025.

APPLICATION PROCEDURE – EXTERNAL:

**EXTERNAL CANDIDATE
APPLICATION
PROCEDURE:** ▶▶▶

***Please apply through Oakland Human Resources Consortium:**
<https://www.applitrack.com/oaklandschools/onlineapp/default.aspx?all=1&AppliTrackPostingSearch=district%3A46158&AppliTrackSort=type&AppliTrackLayoutMode=detail>

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
APPLICATION
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.

Affirmative Action/Equal Opportunity Employer

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will take affirmative action to insure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.

The Superintendent has been designated to handle inquiries regarding the nondiscrimination policies.