

EXTERNAL POSTING

FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER

Posting Dates: October 22-28, 2009

TITLE: Paraprofessional, Special Education (Least Restrictive Environment) – Coolidge Community School

An online application, which can be accessed from our website (www.flintschools.org), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. These documents must be scanned and uploaded through the online application process. The letters cannot be older than 18 months.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

SPECIAL NOTICE:

Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.

QUALIFICATIONS:

Education: High school diploma or GED Certificate. Must have: 1) earned at least 60 semester hours of college credit; 2) obtained an associate's (or higher) degree; **or** 3) demonstrated on a formal assessment, knowledge of and ability to instruct in reading, writing and mathematics.

Skills: Positive personality and mature judgment.
Ability to work effectively and cooperatively with children, parents and adults.
Competency in all academic areas (Math, English Language Arts, Spelling, Writing and Reading).
Ability to make decisions and problem-solve various sensitive situations.
Competency in clerical work and using a computer as additional assets.
Knowledge and ability to use effective telephone etiquette.

Other Requirements:

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance, including digital fingerprinting; 3) reference check; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed 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.

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REPORTS TO: Building Principal.

TERMS OF EMPLOYMENT: Grade 2; 198 Days; 30 Hours per week; Beginning rate \$ 9.95/Hour.

ESSENTIAL FUNCTIONS:

Under the general supervision of the school Principal, the paraprofessional assists with instructional and non-instructional duties, when so directed by the teacher, and under the teacher's supervision.

Receives students from transportation (bus or cab).

Waits with students until their transportation arrives and they have boarded the bus or cab.

Assists in adapting and modifying instructional material.

Prepares material, books or instructional materials for the beginning of each school day as requested by the teacher.

Assists with classroom clerical work (filing, typing, attendance, etc.).

Accompanies the students to and from their classes and lunch room, when necessary.

Eats lunch with the students when directed to do so by the teacher.

Works with groups of students when directed to do so by the teacher.

Corrects work completed by the students under the guidance of the teacher.

Reinforces the directions and instructions given the students by the teacher.

Listens to students read.

Encourages students to work and complete work.

Aids in improving students' attitude toward school.

Interacts with all students in a positive manner.

Accompanies the class on all field trips.

Operates and sets up audio-visual equipment.

Calls parents when directed to do so by the teacher.

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ESSENTIAL FUNCTIONS (Continued):

Assists with the physical setup of the classroom, such as the preparation of bulletin boards, clearing chalkboards and the classroom work areas.

Assists with classroom parties and special functions.
Attends building/district level professional development.

Sets up work areas or centers under the direction of the classroom teacher.

Assists children, on an individual basis, when directed to do so by the teacher.

Regards all information concerning the class and/or students as confidential.

Works effectively in various classrooms with different teachers and students throughout the school day.

Assists students with disabilities on an individual or group basis in the general education and/or special education classrooms.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties and responsibilities may be assigned.

EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of the Paraprofessionals' Master Contract.

PHYSICAL DEMANDS: Sedentary work. (See U.S. Department of Labor Guidelines)

chf-human resources
09/14/09, 10/13/09

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:
Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St., Flint, Michigan 48503-1974 • (810) 760-1124.

Translation services are available upon request, please call 760-6770
خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 6770
Ponemos a sus órdenes el servicio de traducción. Las personas
interesadas, favor de llamarnos al 760-6770

設有翻譯服務, 祇要提出要求, 請電760-6770.