



NORTHVILLE PUBLIC SCHOOL DISTRICT

Human Resources
501 West Main Street
Northville, Michigan 48167

NON-CERTIFIED POSTING

DATE: October 27, 2011

POSITION: Para-Professional (3 positions available)

(Northville Federation of Para-professionals)

Selected candidates may be assigned to any one of a variety of para-professional positions within the K-12 program including but not limited to:

Least Restricted Environment Para-professional
Resource Room Para-professional
At-Risk / Intervention Para-professional

EXPECTED START DATE: Immediately upon hire, conditional upon successful pre-employment physical at the employer's choice of clinic.

MINIMUM QUALIFICATIONS:

- Associates Degree or higher, or successful completion of the Work Keys Test
- Exceptional interpersonal skills, excellent rapport with students
- Strong organizational skills
- Proven ability to demonstrate initiative, take direction and apply good judgment to a variety of situations
- Ability to maintain confidentiality
- Ability to lift 40 pounds and carry out all responsibilities of the position
- Strong computer literacy skills
- Ability to gather, record and report data and student progress / performance information
- Ability to effectively implement student(s)' educational plans

PREFERRED QUALIFICATIONS:

- Experience working in an educational setting
- Experience with and/or knowledge of children with special needs (physically, cognitively, and autistically impaired, and/or need behavior/emotional supports)

SUMMARY: Work, under the direction of the teacher(s,) with individual students and/or groups of students who generally cannot satisfactorily progress in their educational program without assistance.

RESPONSIBILITIES INCLUDE:

1. Maintain confidentiality of student and school information
2. Assume an active role in supervising and supporting the assigned student(s.)
3. Comply with work related requests and accept the direction of the teacher and/or building principal.
4. Assist in delivering instruction to student(s).
5. Carry out instructional plans as designated by the teacher(s) and if appropriate, students' Individual Educational Plans (IEPs).
6. Implement prescriptive educational plans as specified in the IEP.

7. Assist student(s) in developing self-help skills (toileting, feeding, dressing, etc.), interpersonal skills, communication skills, pre-vocational and vocational skills.
8. Assist the teacher(s) in preparing and developing various teaching aids, modifications to curriculum and appropriate accommodations if specified in the IEP.
9. Assist student(s) with lesson assignments to reinforce learning concepts.
10. Assist teacher(s) in maintaining a classroom management policy that fosters a safe and positive environment for all students and staff.
11. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Assist the teacher(s) in related instructional activities (e.g., field trips, special programs, assemblies, etc.) as directed.
13. Attend required meetings and in-services.
14. Travel with students to special classes as required.
15. Comply with and support school policies and procedures
16. Model non-discriminatory and anti-bullying practices in all activities.
17. Work with a Leader Dog or assistant dog when necessary.
18. Assist students with all aspects of toileting, which may include diapering, and lifting on and off the toilet, changing tables or mats.
19. Perform other duties as assigned by the teacher(s) or building administrator in accordance with school policies and procedures.

METHOD OF APPLICATION:

Interested applicants should send their resume and letter of intent to:

Mr. Dave Rodgers, Dir. of Human Resources
501 West Main Street
Northville, Michigan 48167

APPLICATION DEADLINE: Monday, November 7, 2011 by noon

Posting Authorized: 10-26-11 by Dave Rodgers, Director of Human Resources



NORTHVILLE PUBLIC SCHOOLS NON-DISCRIMINATION STATEMENT

No person applying for employment at Northville Public Schools shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

We are an equal opportunity employer.