

**POSITION OPENING
HURON INTERMEDIATE SCHOOL DISTRICT
1299 S. THOMAS ROAD, Suite 1
BAD AXE, MI 48413**

POSTING DATE: June 13, 2018

POSITION: Special Education Paraprofessional

QUALIFICATIONS:

1. High School Diploma
2. Able to pass ETS Paraprofessional Assessment
3. Meet additional required qualifications for specific job assignment
4. Valid Michigan Driver's License
5. Must be physically capable of rigorous work, sitting on the floor, standing, bending, and lifting a minimum of 50 pounds
6. Must have excellent work attendance record

PERFORMANCE RESPONSIBILITIES: The paraprofessional will provide support to students in areas associated with academic instruction, daily living skills, behavior/emotional needs, personal care, and/or social concerns.

- Work well within a team
- Maintain confidentiality at all times
- Be accurate, efficient and timely in compliance with HISD policy and Special Education rules
- Communicate professionally and build positive relationships with students, staff, administrators, parents and community agency personnel
- Be polite, courteous and tactful
- Utilize technology for productivity and communication, including record keeping for Medicaid and student attendance
- Develop a diverse skill set through professional learning to support changes in assignment
- Provide physical support for students that require positioning, changing or assistance toileting
- Maintain student safety in all situations and utilize effective CPI practices
- Other duties requested by Supervisor or Director of Special Education

TERMS OF EMPLOYMENT: Wage and benefits per HISSA Agreement

APPLY TO: Carol Brown, Director of Special Education
Huron Intermediate School District
1299 S. Thomas Rd., Suite 1
Bad Axe, MI 48413
cbrown@huronisd.org

DEADLINE: All applications must be received by 4:00 PM on June 29.

STATEMENT OF ASSURANCE

It is the policy of the Huron Intermediate School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or any other legally-protected characteristic, in its programs, activities, or employment. Inquiries regarding this nondiscrimination policy should be directed to Superintendent, Huron Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan, 48413, (989) 269-6406.