



POSITION VACANCY

Paraprofessional

The Gogebic-Ontonagon ISD seeks paraprofessionals/independence facilitators to assist in supervising, caring, and instructing students with special needs. Our paraprofessionals/independence facilitators work under the supervision of a licensed teacher to directly or indirectly assist and support students with significant academic, social/emotional, and/or behavioral needs. **Duties may vary based on specific assignments and/or locations. Duties may also change at any time based on administration or teacher reexamination of student or program needs. The administration will determine paraprofessional reassignments best to meet student, classroom, and program needs. Schedules may change frequently to accommodate needs.**

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Other duties may be assigned*):

Paraprofessionals work under the direct supervision of the teacher and provide support in the following manner:

- Provide direct support to students in classrooms and other educational settings.
- Assist students with activities of daily living such as toileting, feeding, and personal hygiene as needed.
- Implement individualized educational programs (IEPs) and behavior intervention plans (BIPs) as directed by special education staff.
- Foster independence and socialization skills among students through structured activities and interventions.
- Reinforce lessons taught by teachers by working with individual students or small groups.
- Assist with classroom management and behavior reinforcement strategies to create a positive learning environment.
- Use assistive technology and adaptive equipment to support student learning and communication.
- Communicate effectively with team members regarding student needs, progress, and challenges.
- Ensure the safety and well-being of students during instructional and non-instructional periods.
- Provide supervision and support during transitions between classes, activities, and school environments, including student transportation to and from school via bus or van.
- Implement safety protocols and emergency procedures as required.
- Observe and assist in emergencies involving aggressive or uncontrolled behavior of identified students according to approved procedures as trained.
- Collaborate with teachers, therapists, and other educational professionals to support student learning goals. This may include virtual evaluations and therapy.
- Assist with program clerical duties as directed by administration (e.g., scheduling IEPs, answering phone). Uphold ethical standards and confidentiality guidelines related to student information and interactions.
- Demonstrate professionalism, empathy, and patience in working with students with special needs.
- Maintain a positive and supportive attitude towards students, colleagues, and the school community.

This list is not to be considered inclusive of all duties performed by individuals in this position, but rather some examples of the types of duties most often performed. Regular, dependable attendance is a critical performance factor to ensure consistent, high quality student services.

SKILLS AND QUALIFICATIONS: Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff, and the school community. Communicate clearly and concisely, both orally and in writing. The individual must demonstrate a willingness to accept new pertinent job responsibilities when assigned. Must be able to maintain confidentiality.

REQUIRED EDUCATION/EXPERIENCE:

- Minimum education of high school diploma or GED
- Complete at least two years of study at an institution of higher education (60 semester hours); **or** obtain an associate's degree (or higher); **or** a passing score of 460 on the ETS Parapro Assessment or a passing score on the MTTC-Professional Readiness Exam or Basic Skills Test.

Compensation: \$18.75/hour, 7.5 hours per day
Start Date: January 6, 2025
Reports to: Principal, Center-Based Programs
Period of Employment: Full Time, School Year
Employment Status: Non-Union
Supervisory Responsibilities: No

Interested individuals should submit materials including, at a minimum, a letter of interest, resume, and copies of transcripts to:

Tracy Franti
Executive Assistant to the Superintendent
Gogebic-Ontonagon Intermediate School District
200 South Elm Street; PO Box 20
Ewen, Michigan 49925

Electronic submissions can be emailed to tfranti@goisd.org

Date Posted: 12/27/24

Closing Date: Open until filled

Questions regarding this position may be directed to Mark Switzer in the Special Education Department at mswitzer@goisd.org or 906-575-3438, ext. 303.

The candidate for this position must pass a criminal background check and drug test before being recommended to the Board of Education.

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.