

Constantine Public Schools
1 Falcon Drive
Constantine, MI 49042

Job Posting

Position: Special Education Paraprofessional

Qualifications:

- High School Diploma
- Basic computer proficiency
- Ability to effectively communicate with staff and students
- Experience working as part of a team

Duties:

- Maintain a positive student climate
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to establish and maintain effective working relationships with students, staff and the community
- Ability to communicate clearly and concisely both in oral and written form
- Ability to perform duties with awareness of all district requirements and Board of Education policies
- Supervise students during lunch/recess
- Assist students daily in the following manner:
 - Transport students to and from various areas around campus
 - Assist students with problems they encounter throughout the day
 - Make sure students are safe in all campus areas
- Drop off/pick up duties as assigned
- Work with students in small group instruction, including general education, special education, at risk, Title I and other special populations of students.
- Communicate regularly, both written and orally, with staff members
- Keep records of student data
- Administer and analyze district assessments
- Plan, organize and demonstrate good work habits
- Other duties as assigned by administration

Application Deadline: Until Filled

To apply, please use the following link: [TalentEd](#)

STATEMENT OF NON-DISCRIMINATION: It is the policy of the Constantine School District that no person shall on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or any of its programs or activities. **NEED TO ESTABLISH RIGHT TO WORK:** In accord with the federal law, any person employed by the district must provide evidence that s/he is eligible to work in the United States. **CRIMINAL RECORDS CHECK:** In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.