



626 Phillips  
Clawson, MI 48017  
248.655.4400  
FAX: 248.655.4422

## INTERNAL / EXTERNAL POSTING

**POSTING DATE:** May 21, 2024

**POSITION:** **PARAPROFESSIONAL I – Special Education  
Clawson Elementary School**

**Position Summary:** Provide assistance to the classroom teacher and/or related service provider, and provide aid and support to special education students

**Essential Duties and Responsibilities:**

- ❖ Assist students in class assignments, reinforce instruction, and assist with classroom and building activities
- ❖ Assist classroom teacher in maintaining a safe, orderly, and productive classroom environment utilizing Positive Behavior Support and universal strategies
- ❖ Work with teachers and/or ancillary staff in development of academic modifications / accommodations that support students
- ❖ Keep accurate records and chart performance of students as directed by teacher
- ❖ Communicate regularly with teachers and/or ancillary staff
- ❖ All other duties as may be assigned

**Required Certification:**

As defined by the No Child Left Behind Act of 2001, you must be “Highly Qualified” to work in this position. To be “Highly Qualified”, you must have **ONE** of the following:

- A four-year college degree **OR**
- A two-year associate’s degree **OR**
- A total of 60 college credits in **ANY** subjects **OR**
- Take and pass the WORKKEYS TEST for Assistant Teachers

**Minimum Education and Experience:**

- ❖ High school diploma or general education degree (GED)
- ❖ 2 - 3 years related experience and/or training preferred in the area of working with children with special needs children
- ❖ Experience in implementing modifications / accommodations in the general education setting
- ❖ Experience in Positive Behavior Support and CPI preferred

**Salary:** \$14.75/hr. in accordance with Step 1 Clawson Paraprofessional Association MEA/NEA Pay Scale for Paraprofessional I

**Hours:** 6.50 hours per day

**APPLICATION PROCEDURE – INTERNAL:**

AN **INTERNAL CANDIDATE** is considered to be a member of the Paraprofessional bargaining unit **only**. Internal Candidates please submit a letter of interest via [Linda.Gould@clawsonschools.org](mailto:Linda.Gould@clawsonschools.org) by May 28, 2024.

**APPLICATION PROCEDURE – EXTERNAL:**

**EXTERNAL CANDIDATE**

**APPLICATION**

**PROCEDURE:**



**\*Please apply through Oakland Human Resources Consortium:**

<https://www.oakland.k12.mi.us/careers>

\*Please **DO NOT** mail or bring copies of your application materials to the district or any school office unless specifically requested. The district no longer retains or utilizes paper documents in the initial screening process and unsolicited materials will not be retained.

**EXTERNAL APPLICATION**

**DEADLINE:**

Until filled

Clawson is an equal opportunity employer and fully subscribes to the principles of Equal Opportunity. The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices.