

INGHAM INTERMEDIATE SCHOOL DISTRICT

Position Announcement

Job Title:	Paraprofessional, Autism Program - .5 FTE		
Location:	Heartwood School		
Salary Range/Level:	\$12.00 - \$16.63 per hour (commensurate with experience) 2017-18 OPEIU Salary Schedule	Terms of Employment:	38 weeks/year; 5 days/week; 3.75 hrs/day (8:15am-12:00 pm)
Date Posted:	Thursday, December 28, 2017	Application Deadline:	Friday, January 12, 2018 @ 4:00 pm
Application Process:	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. (See application instructions at www.inghamisd.org under Programs and Services/Human Resources.)</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> • Attached within the online application (preferred) • Faxed: (517) 676-4294 • Emailed: jobline@inghamisd.org • Mailed: Ingham ISD, Human Resources 2630 W Howell Road, Mason, MI 48854 		
Ingham Intermediate School District			
Mission		Vision	
Ingham ISD exists to serve and lead through collaboration, innovation and advocacy.		Ingham ISD, in partnership with all stakeholders, will transform our community by fostering the success of all learners in preparation for college, work and life.	
Job Description			
Position Opportunity:			
Assists teachers in district classrooms for the emotionally impaired and autistic impaired by performing a variety of duties designed to carry out individual student education and positive behavioral support programs.			
Qualifications:			
<ul style="list-style-type: none"> • High school graduate or GED recipient. • Prefer 2 years successful experience as a paraprofessional in a program for youth with autism, emotional and/or behavior disorders or equivalent experience. • Demonstrates continuous learning as it relates to instructional, behavioral and therapeutic interventions for assigned students. • Ability to read, comprehend written material, and write at a level sufficient to assist in student instruction. Able to communicate clearly and concisely, both orally and in writing. 			

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, fractions and decimals. Ability to perform math tasks involving consumer math, probability, pre-algebra and algebra. Skills need to be at a level sufficient to assist in student instruction.
- Ability to apply common sense understanding and learned skills in responding to challenging behaviors by students. Ability to generalize concepts/skills learned in one situation and apply those concepts/skills to new situations.
- Ability to work with students who have severe disabilities. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all district requirements and Board of Education policies. Self-directedness and initiative when given a variety of tasks and responsibilities. Demonstrate understanding of student and family confidentiality.
- While performing the duties of the job, the employee is regularly required to stand, walk, sit, talk or hear and must possess physical abilities sufficient to employ physical intervention strategies when necessary, i.e. nonviolent crisis intervention techniques. These abilities include reaching with hands and arms; using hand to finger, handle or feel objects and tools; stooping, kneeling, crouching, crawling, maintaining balance, be able to regularly lift 50 lbs., and push/pull up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. Auditory abilities necessary for this job include being able to tell where a sound is coming from and hear in a noisy environment. The employee must possess physical abilities sufficient to employ physical intervention strategies when necessary, i.e. non-violent crisis intervention techniques.

Performance Responsibilities:

- Provides group or individualized academic instruction, remediation or guided practice using instructional objectives and lessons developed by the teacher.
- Implements program-wide and individual student behavior intervention programs, including monitoring behavior data collection, preparing incident reports, physical intervention and reward system under the direction of classroom teachers.
- Supervises and monitors students within non-structured settings (i.e. arrival, departure, lunch and recess).
- Collects information on and summarizes student progress toward achievement of IEP goals/objectives under the direction of classroom teachers.
- Assists in the development, maintenance, and adaptation of instructional materials under the direction of classroom teachers.
- Records attendance, maintains records, and performs other clerical tasks under the direction of classroom teachers.
- Assists in the use of instructional technology under the direction of classroom teachers.
- Participates in building level activities, staff meetings, student staffings, program meetings, in-service activities, and other meetings as determined necessary for assigned students.
- Assumes other duties and responsibilities as assigned by classroom teachers or the supervising special education administrator.

Working Conditions:

While performing the duties of this job, the employee will be part of a team responsible for safety, well-being and work output. The employee must be able to work under stress due to the demands of the student. The noise level in the environment is usually moderate. The employee may be exposed to infection or aggressive behavior from students at a greater risk than the average person.

Notice of Non-discrimination

It is the policy of Ingham Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 2630 West Howell Road, Mason, MI, 48854. (517) 244-1289.