



Your partner in transforming lives through education, leadership and service

BOARD OF EDUCATION

Larry E. Collier, President
Bob Hennip, Vice-President
Sonja Skerbeck, Secretary
William Parsons, Treasurer
Steve Tibbitts, Trustee

SUPERINTENDENT

William D. Brown

ADMINISTRATIVE OFFICES

310 Thomas Street
Allegan, MI 49010
269.512.7700
Fax 269.512.7701

HILLSIDE LEARNING & BEHAVIOR CENTER

212 Grove Street
Allegan, MI 49010
269.512-7900
Fax 269.512.7901

TECHNICAL & EDUCATION CENTER

2891 116th Avenue
Allegan, MI 49010
269.512.7800
Fax 269.512-7801

www.alleganaesa.org



ALLEGAN
FENNVILLE
GLENN
HOPKINS
MARTIN
OTSEGO
OUTLOOK
PLAINWELL
WAYLAND

VACANCY

POSTING DATE: November 6, 2018

TITLE: **PARAEDUCATOR**
Hillside Learning & Behavior Center-West
Allegan Area Educational Service Agency

- QUALIFICATIONS:**
1. Associate Degree or Work Keys required.
 2. Training and/or experience working with students with disabilities preferred.
 3. Knowledge in the application of Positive Behavioral Supports preferred.
 4. Desire and ability to work with children and adults in an educational setting.
 5. Maturity, patience, and people skills to deal effectively with students with disabilities.
 6. Ability and willingness to work independently with minimal supervision.
 7. Strong, demonstrated oral/written interpersonal skills.
 8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal, Hillside Learning & Behavior Center

JOB GOAL: To reinforce the instruction provided by teachers and related service staff, and to provide supportive assistance to identified students with demonstrated need. In addition, maintaining safety, student achievement and leadership programming, record keeping, housekeeping, work-site supervision, inventory, and other responsibilities as assigned. To assist with the day to day operations fostering student's skill development and independence.

APPLICATIONS: **Internal Applicants** - Submit letter of interest to Robin Lavender at rlavender@alleganaesa.org.
External Applicants - You must complete an online application. Please go to www.alleganaesa.org and click on job opportunities. Applications will be screened and you will be notified if a personal interview is desired.

DEADLINE FOR APPLICATIONS: **Until filled.**

ESSENTIAL JOB FUNCTIONS:

1. Ability to read, interpret and follow multiple step directions.
2. Demonstrated ability to handle and resolve conflict productively.
3. Demonstrated ability to establish and maintain boundaries with students/families.
4. Maintain confidentiality of student records and information.
5. Ability to be on the job regularly and have a positive attendance record.
6. Ability to lift up to 60 pounds, walk short distances, and attend to personal care of students.
7. Exhibit ability to utilize technology (i.e., telephone, cell phone, iPad, laptop computer, desktop computer, printer, copier, fax machine, etc.)
8. Ability to drive between AAESA buildings, local school districts, and to workshops, meetings and conferences throughout the state.
9. Demonstrated ability to adhere to Board and Building policies and procedures.
10. Available to work M-F with occasional evenings or weekends.

PERFORMANCE RESPONSIBILITIES:

11. Assist in maintaining a positive classroom environment that promotes safety, security and well-being for all students.
12. Work with individual students, or small groups of students, to reinforce learning of material or skills.
13. Prepare materials for instructional purposes as assigned.
14. Assist in the administration of, scoring and recording of, such assessments as the teacher recommends for individual students.
15. Assist with record keeping, progress reports, etc. as directed by administration, teaching and related services staff.
16. Assist in providing consistent, just consequences for inappropriate behavior.
17. Help students to master communication and/or assistive devices, equipment or instructional materials.
18. Assist with lunch, snacks and clean-up routines.
19. Operate and care for equipment.

20. Alert appropriate personnel to any problem or special information about an individual student.
21. Assist with the supervision of students at all times; during any specials such as music, swimming and/or adapted physical education.
22. Assist the teacher with classroom academics and therapy needs of students as assigned.
23. Check notebooks and backpacks for daily communication and medication when necessary.
24. Assist substitute teacher(s).
25. Assist students with personal care needs (i.e. changing diapers, tube feeding, showering, catheterization, suctioning, etc.)
26. Perform such other tasks as may be assigned by the immediate supervisor, Director of Special Education or the AAESA Superintendent.

TERMS OF EMPLOYMENT:

Salary, benefits and work year to be established as per terms of the master agreement and provisions established by the Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education's Policy on Evaluation of Classified Personnel.

STATEMENT OF ASSURANCE:

The AAESA Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the AAESA Board of Education. It is the policy of the AAESA Board of Education that no person on the basis of race, color, religion, ethnicity, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefit of or otherwise be subject to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

AAESA is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 1-800-649-3777

DISTRIBUTION:

1. AAESA Employees
2. AAESA Employee Association
3. Local School Districts/ISD's/Colleges
4. Applitrack