

Fairview Area Schools  
Fairview, Michigan

# JOB POSTING

## **Substitute Elementary Paraprofessional (Full-Time)**

This position would entail working at the elementary level with an individual student with disabilities in the Fairview Area School District.

### **Qualifications:**

- A. Hold a High School Diploma or equivalent G.E.D.
- B. Hold Work Keys or MTTC or Associates Degree
- C. Required to submit to background check including digital fingerprinting
- D. Meet the physical and mental demands for the position
- E. Professional in personal conduct and action

### **Duties:**

- A. Monitor and assist student as needed in their daily routines across classroom activities and/or settings.
- B. Assist in collecting data for behavioral or academic progress.
- C. Initiate and follow through with behavioral interventions designated and demonstrated by the classroom teacher.
- D. Assist with student's self-help skills in the area of safety, eating, and toileting.
- E. Communicate effectively and with a professional manner with general education staff when assigned.
- F. Morning supervision of the student in breakfast area, playground, hallway and the gymnasium when discharged from buses
- G. Supervise recess and lunch periods as assigned
- H. Remain professional and keep student information confidential at all times.
- I. Perform other duties as assigned by administrator

**Terms of Employment:** This position will be limited to the first semester of the 2017-2018 school year.

### **Desirable Characteristics:**

- A. Experience working with students special education needs
- B. Experience working with children at the elementary level
- C. Knowledge/Experience of specific best practice approaches for students with autism including: verbal behavior, and (PECS) Picture Exchange Communication System.

**Application Deadline: Wednesday, August 16<sup>th</sup>, 2017 at 3:00 p.m.**

Applications may be sent to:  
Mr. John Sattler, Superintendent  
Fairview Area Schools  
1879 E. Miller Road  
Fairview, MI 48621

**STATEMENT OF NON-DISCRIMINATION**

It is the policy of the Fairview Area Schools 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 accordance 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. No person having a felony conviction shall be hired.