



626 Phillips  
Clawson, MI 48017  
248.655.4400  
FAX: 248.655.4422

## Vacancy INTERNAL/EXTERNAL POSTING

**POSTING DATE:** June 6, 2024

**POSITION:** **PARAPROFESSIONAL III  
AUTISM CENTER PROGRAM**

**Position Summary:** Provide assistance to the classroom teacher and/or related service provider and aid and support to autistic impaired students Pre-K through 12

**Essential Duties and Responsibilities:**

- ❖ Assist students in class assignments, reinforce instruction, and assist with classroom activities
- ❖ Assist classroom teacher in maintaining a safe, orderly, productive classroom environment
- ❖ Keep accurate records and chart performance of students with autism, as directed by teacher
- ❖ Supervise and assist students in transition between classes and during lunch, assemblies, enrichment activities, swimming, and recess
- ❖ Accompany students in swimming pool
- ❖ Continue professional development
- ❖ All other duties as 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:**

- ❖ 2 - 3 years related experience and/or training in the area of working with children with autism or other special needs children preferred
- ❖ Coursework in para-education, behavioral and crisis intervention beneficial

**Knowledge, Skills and Abilities:**

- ❖ Excellent interpersonal skills
- ❖ Ability to communicate effectively (verbally and in writing)
- ❖ Ability to manage multiple projects
- ❖ Good organizational skills
- ❖ Ability to problem solve and manage multiple tasks

**Salary:** \$17.36 per hr. in accordance with Step 1 of the Paraprofessional III pay scale

**Starting Date:** September 3, 2024

**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 June 14, 2024.

**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.

**APPLICATION DEADLINE:** Until Filled (external candidates)

**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.**

**Affirmative Action/Equal Opportunity Employer**

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will take affirmative action to ensure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.

The Superintendent has been designated to handle inquiries regarding the nondiscrimination policies.