



**Title:** MOCI Elementary Classroom Paraprofessional-East Elementary, Cheboygan, MI  
**FLSA:** Non-Exempt  
**Reports to:** Special Education Supervisor  
**Updated:** April 2024

## Position Summary

Able to effectively carry out teacher directions and implement student IEP goals for students with developmental disabilities; especially CI, ASD, and SXI, in a classroom and community setting.

## Principal Duties and Responsibilities

*(Essential functions in terms of the Americans with Disabilities Act)*

- To give supportive assistance to the classroom teacher
- To take an active role in the education of students who require special assistance or services within the classroom, building, or larger community
- To support the health and physical needs of students
- To prepare educational materials used during instruction
- To assist in the documentation of student progress
- To utilize positive behavior supports for improving the behavioral needs of students
- To assist in carrying out the daily self-care routines/needs of students
- Other duties as assigned by Supervisor

*The above statements are intended to describe the general nature and level of work being performed by a person in this position.*

*They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

## Preferred Employment Qualifications

**Education:** High School diploma or equivalent

**Experience:** None

**Supervisory Responsibilities:** None

**Certificates, Licenses, or Registrations:** None

**Other Knowledge, Skills, and Abilities:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Required:

1. Ability to maintain confidentiality with staff and sensitive information.
2. Ability to interact with students with developmental delays in a manner appropriate to their age/ability level.
3. Ability to facilitate, support, and improve the academic learning of students.
4. Ability to follow behavior plans and discipline procedures consistent with teacher management systems and individual IEPs.
5. Ability to work as part of a highly motivated, interdisciplinary team as well as independently.
6. Ability to lift students when necessary for transporting, adaptive equipment, and self-care.
7. Ability to independently supervise students in various settings.
8. Timely, regular, and consistent daily attendance is required.
9. Ability to consistently and reliably perform all duties of the position.

**Physical Demands:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to manually move, lift, carry, pull or push heavy objects, materials, or students. There is stooping, bending and reaching.

**Work Environment:** School Setting

*The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*

## Terms of Employment

**Annual Work Days:** 177 days/1281 hours during the school year

**Salary Scale:** Per the COPESD Paraprofessional, Transportation Drivers, Transportation Riders, and Sign Language Interpreters Master Contract (*found on the COPESD website*)

**Application Deadline:** Tuesday, May 14th, 2024 at 3:00 p.m. (or until filled)

**Application Procedure:** Qualified Applicants may apply in **hard copy or email** with a Resume, Application (found on the COPESD website) and Credentials to:

*Mr. Josh Menkes  
C.O.P.E.S.D.  
6065 Learning Lane  
Indian River, Michigan 49749  
Fax: (231) 238-8551  
Email: [joshm@copesd.org](mailto:joshm@copesd.org)*

This job description is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship. Employment in support staff positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is covered by the current COP Support Staff collective bargaining agreement and board policy.

This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.