13940 Leroy
Southgate, MI 48195
(734) 246-4600 • FAX: (734) 283-6791

POSITION: Special Education Paraprofessional

BUILDING: TBD

QUALIFICATIONS: Associate Degree, 60 college credit hours or pass one of the following tests preferred:

- MTTS Basic Skills test with a passing score
- SAT
  minimum score 480 on evidence-based reading and writing section, and
  minimum score 530 on Math section
- ETS Parapro Assessment, minimum score 460, if taken before June, 2022.
- WorkKeys - *If taken prior to July 2017*
  (Must include Writing section -Business Writing DOES NOT count)
  Reading for Information minimum score 4, and
  Applied Mathematics minimum score 4, and
  Writing minimum score 3 (again Business Writing not allowed)

DUTIES/RESPONSIBILITIES:

1. Assist teacher in the classroom to prepare for and conducting classes.
2. Assist with medical procedures after training with District nurse.
3. Work with small groups of students on specific tasks, including review or re-teaching of content.
4. Working with students individually to provide instruction or remediation on a concept or skill.
5. Working with students individually to provide behavior intervention to redirect negative or disruptive behavior.
6. Monitor and assist students during their lunch period.
7. Attends to and supervise individual students on arrival and departure from schools buses.
8. Supervise students at all times
9. Carry out behavior management or behavior plans for individual student(s)
10. Participate in classroom behavioral system as directed
11. Provide reinforcement and support according to IEPs /Individualized Behavior Plan
12. Mediate interpersonal conflicts between students
13. Help students develop / self-managing behaviors and organizational skills
14. Maintain confidentiality of student information
15. Work in collaboration with other staff members to ensure safety of the students and others.
16. Interaction with students should be done with respect and professionalism.
17. Assists in updating student data charts and attendance records.
18. Performs other duties as assigned by classroom teacher or appropriate.

WORK YEAR: 10 months

RATE OF PAY: In accordance with the Southgate Special Education Paraprofessionals Association Contract **Contracts are found on our school website at www.southgateschools.com, click on the Transparency Reporting Globe, and then click on Bargaining Union contracts.**

POSTING DATE: October 6, 2026

STARTING DATE: ASAP

APPLICATION PROCESS: Please visit southgateschools.com, click on HR, select Employment Opportunities, then District Employment Opportunities

Must meet health requirements as required by performance responsibilities

The Southgate Community School District reserves the right to make changes to this job posting and performance responsibilities whenever necessary

Non-Discrimination Statement

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.