



626 Phillips
Clawson, MI 48017
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INTERNAL / EXTERNAL POSTING

POSTING DATE: May 6, 2024

POSITION: 1.0 PARAPROFESSIONAL III – ESL Program

Position Summary: Assist ESL and general education teachers in tutoring non-English, limited English speaking (EL), and at-risk students in high school, middle school, and elementary school

Essential Duties and Responsibilities:

1. Maintains a cooperative working relationship with all school staff
2. Works directly with the ESL teacher, interventionists, and all classroom teachers to facilitate instruction, discuss needs, and monitor progress of the EL students
3. Carries out instructional plans with students under the supervision of the ESL teacher, school interventionist, classroom teacher, and program director
4. Keeps an accurate daily log of activities conducted with students
5. Keeps necessary forms and records up-to-date and meets deadlines
6. Attends scheduled trainings and meetings as assigned
7. Works to create a warm, accepting atmosphere for each EL student
8. Acquires deeper understanding of both course material and tutoring techniques and is open to new ideas that may help students
9. Learns and applies applicable federal, state, and district regulations, policies, and procedures
10. All other duties as assigned

Required Certification:

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 ParaPro Assessment for Assistant Teachers/Paraprofessionals

Minimum Education and Experience:

- ❖ High school diploma or general education degree (GED)
- ❖ Presents standard American English language clearly and can serve as a linguistic model for students
- ❖ Experience working with English Language Learners preferred
- ❖ Experience in implementing modifications/accommodations in a classroom preferred

Salary: In accordance with Clawson Paraprofessional Association MEA/NEA Pay Scale

Hours: 6.5 hours per day / 5 days per week

Starting Date: August 27, 2024

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 by May 13, 2024 at 4:00 p.m.

APPLICATION PROCEDURE – EXTERNAL:

EXTERNAL APPLICATION PROCEDURE: ►►►

***Please apply through Oakland Human Resources Consortium:**
<https://www.oakland.k12.mi.us/about/departments/human-resources/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.

EXTERNAL APPLICATION DEADLINE:

Until filled

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.