Mecosta-Osceola Intermediate School District
15760 190th Avenue, Big Rapids, MI 49307
Phone: (231) 796-3543 | Fax: (231) 559-0505 | www.moisd.org

2627-36 Notice of Vacancy

Title: Paraeducator, Room Monitor

Program: Special Education
Start Date: As soon as possible
Classification/FLSA: Union |Non-Exempt |Non-Administrative
Duration: Full-time modified year-round position | 184 days | 7 hours per day
Reports to: MOISD Special Education Supervisor
Working Location: US 10 Residential Facilities: Pineview Homes, River Oak, Osceola Youth Center

Position Summary: Under the direct supervision of the Special Education Supervisor/Residential Teacher Consultant, and utilizing Edgenuity (online learning platform), the Paraeducator Room Monitor supports the educational development of students residing in the US-10 residential facilities. This role is responsible for maintaining a structured and supportive classroom environment, ensuring students are engaged and following the school's behavioral and academic expectations. The Paraeducator Room Monitor will also be responsible for accurate documentation of student progress, attendance, and behavior, and maintain accurate records for the school and residential facilities.

Professional Requirements / Education and Experience

- Minimum of a high school diploma.
- Preference is given to a candidate who has experience and/or training within residential facilities and/or supporting youth in the juvenile justice system.
- Demonstrated ability to facilitate and manage a classroom environment.
- Demonstrated aptitude for work to be performed, such as, but not limited to: positive work ethic, well-organized, strong communication skills, basic technology skills, and flexibility to work effectively with diverse students and staff.
- Ability to provide positive behavioral support to students in a group and in an individual setting.
- Knowledge of management techniques and instructional use of computers will enhance the candidate's ability to perform job duties.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Essential Duties

- Facilitate students' learning through the online learning platform.
- Be a good speech model and demonstrate correct grammar- both written and spoken.
- Implement the building's PBIS system to foster positive relationships with students while ensuring they meet academic and behavioral expectations.
- Follow instructions relative to the student's plans. Abide by all district policies and procedures and demonstrate competencies specified in the Michigan Special Education Rules and Regulations.
- Display patience when engaging with students who demonstrate inappropriate behavior.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.

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- Have the physical strength and health to perform required lifting and positioning of students (up to 60
- lbs.) during classroom activities and student hygiene activities.
- Assist with planning, development, and implementation of instructional, behavioral, and social-emotional activities.
- Collaborate with MOISD staff and residential staff to build a safe and supportive learning environment.
- Make effective use of instructional materials and demonstrate effective methods of instruction to ensure that the individual student performance levels, needs, and abilities are addressed.
- Maintain a professional relationship with all school and residential personnel.
- Exercise behavior management and maintain control of students assigned to his/her care.
- Participate as a member of staff teams addressing the education process of students.
- Professionally conduct oneself and maintain a positive image during the workday and at all work-related activities.
- Assume responsibility to transport self to assigned worksite(s), and maintain regular, reliable and prompt attendance.
- Contribute positively to the overall quality and operation of the building.
- Additional duties as assigned by Assistant Superintendent of Special Education Services or designee.

Compensation: $20.80/hourly, based on MOISD-MESPA wage scale
Benefits: Family medical with health savings account, dental, vision, life/add & ltd, employee assistance program; MPSERS retirement; Paid sick and personal leave; Opportunities for professional development and advancement with tuition reimbursement available.
Posting Date: 10/07/2026
Application Deadline: 10/11/2026 or until filled

Submit Cover Letter, Résumé, References, and Applicable Transcripts to:
Dana Boglarsky, Human Resources Specialist
Email: jobs@moisd.org
Mecosta-Osceola Intermediate School District
15760 190th Ave., Big Rapids, MI 49307

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