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

2627-44 Notice of Internal Vacancy

Title: Special Education Paraeducator

Program: Emotional Impairment (EI)
Start Date: As soon as possible
Classification/FLSA: Union |Non-Exempt |Non-Administrative
Duration: Full-time school year position | 184 days/year | 7 hours/day
Reports to: MOISD Special Education Supervisor
Working Location: GT Norman Elementary – Reed City, MI

Position Summary: The Special Education Paraeducator works under the direction of the classroom teacher to support and implement an appropriate instructional program to meet the individual needs of students with disabilities as identified through the Individualized Education Program (IEP) process.

Professional Requirements / Education and Experience

- Minimum of a high school diploma.
- Preference is given to a candidate who has experience and/or training with special needs children.
- ASD experience preferred.
- 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

- Be a good speech model and demonstrate correct grammar- both written and spoken.
- Work effectively with students in developmental, cognitive, social/emotional, and physical motor activities.
- Follow instructions relative to individual behavior 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 whose behavior and skills are delayed.
- 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 therapeutic activities.
- Accurately distribute student medication and perform critical care skills (e.g., tube feeding, suctioning, blood sugar testing, insulin shots, etc.)

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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- 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.
- Assist staff with the loading and unloading of students from school buses and vehicles; lifting and movement of students; lunch activities; play and gym supervision; and with other related instructional activities for students in the assigned area.
- Maintain a professional relationship with all school personnel who are involved in the educational process of students with disabilities.
- 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 with disabilities.
- Conduct oneself in a professional manner 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 the Assistant Superintendent of Special Education Services or designee.

Compensation: $18.93/hourly, based on MOISD-MESPA wage scale
Benefits: Family medical, dental, vision, life/add & ltd, employee assistance program; MPSERS retirement; Paid sick and personal leave; Paid Holidays; Opportunities for professional development and advancement with tuition reimbursement available.
Posting Date: 11/06/2026
Application Deadline: 11/10/2026 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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