READING COMMUNITY SCHOOLS

VACANCY NOTICE

READING COMMUNITY SCHOOLS

November 5, 2026

Reading Community Schools is posting the following position for the 2026/2027 School Year:
Position: High School Special Education Paraprofessional (One-on-One Paraprofessional)
(5.93 Hours Per Day)

Location: Owens High School, Reading, Michigan

Reports to: Building Principal

Primary Purpose

The Special Education Paraprofessional works under the supervision of a certified teacher to provide instructional and behavioral support to students, including those with special needs. This role fosters a positive learning environment and supports the implementation and maintenance of Individualized Education Programs (IEPs). This position will primarily be working to provide one-on-one services to a student.

Key Duties & Responsibilities

- Provide one-on-one or small-group tutoring, reinforce core curriculum instruction, and assist with classroom activities
- Assist with implementing behavioral intervention plans, collecting data, and providing accommodations for students with disabilities under teacher guidance
- Assist with maintaining a safe, organized, and positive learning environment
- Collaborate with teachers, staff, and parents to support student progress
- Supervise students in the lunchroom and recess
- May supervise students before and after school in the Latchkey program
- Participate in professional development, staff meetings, and trainings
- Adhere to licensing, safety, health, and regulatory guidelines

Minimum Qualifications

To be considered, candidates must meet one of the following:

- Highly Qualified (HQ) as per No Child Left Behind (NCLB) standards;
    - e.g., Associate's Degree, Passing score on ETS Parapro Assessment, or if the candidate has previously passed the Work Keys Assessment.
- If a Highly Qualified (HQ) applicant cannot be identified, the district may consider hiring an individual who is not currently qualified. Applicants will have 90 days of employment to obtain Highly Qualified (HQ) status to continue employment with the district.

Additional required qualifications:

- Ability to pass background checks (MSP fingerprint, LARA, etc.)
- Strong communication, organizational, and interpersonal skills
- Demonstrated ability to work collaboratively within a team

Preferred:

- Previous experience working in a public school setting

Compensation & Benefits:

- Salary: Hourly rate of $15.00 per hour for the first 90 days of employment. Upon completion of the probationary period and attainment of highly qualified (HQ) status, the hourly rate will increase to $16.30 per hour. Hourly wage will depend on the work the paraprofessional performs per the RCS Paraprofessional Work Agreement.
- Benefits: Paid time off
  Retirement
  Balanced work schedule (work only when students are in session, with the exception of one to three professional development day(s)

Application Process - Please submit the following:

1. A letter of interest/Cover Letter
2. Resume
3. Proof of Highly Qualified Status/Transcripts
4. 3 Letters of Reference

Attn: Linda McDowell, Administrative Assistant
Reading Community Schools
301 Chestnut Street, PO Box 90
Reading, MI 49274
linda.mcdowell@readingrangers.org

Deadline for posting is until filled

Reading Community Schools does not discriminate on the basis of race, color, religion, sex, or national origin.

301 Chestnut Street • Reading, MI 49274 • PH: (517) 283-2166