**Position Title:** Exceptional Student Education (ESE) Trainable Aide

**Location:** Various Schools

**Salary:** $12.53 - $14.41/hr

**Reports to:** Principal/Designee

**Bargaining Unit:** AFSCME

**Benefits Eligible:** yes

In accordance with the Agreement between the AFSCME Michigan Council 25-Local 345 and the Detroit Public Schools Community District, the following vacancy is announced.

**Position Summary:** Under the general supervision of the Principal or designee, the special education aide provides in-classroom assistance to both students and the teacher to help facilitate the learning environment. The Special Education aide plays a key role with helping students accomplish daily tasks necessary to access and participate within their learning environment.

**Minimum Qualifications:**

- Must possess and provide evidence of an Associate Degree
- Official college transcript with at least 60 credit hours, or a completed Educational Testing Services/Parapro Assessment with results.

**Essential Functions:**

- Assist with the cleanup, storing and retrieval of supplies and equipment before and after activities.
- Assist in preparation of instructional materials, bulletin boards, etc., as requested by the instructional staff.
- Escort students to support service rooms (i.e., nurse, speech, school social worker) when appropriate.
- During mainstream activities or change in classes; supervise students to and from classes.
- Work cooperatively with instructional, support staff and administrative staff.
- Participate in staff development activities.
- Care for student's physical needs which includes; washing, lifting, feeding, taking to toilet, diapering and changing clothes, as required by student's physical condition.
- Monitor students to and from the lavatory as appropriate.
- During the lunch period, monitor and/or feed students as physical condition dictates.
- Implement the activities as directed by the instructional staff.
- Assist in maintaining a neat and clean area for any and all classroom and lunch activities. When necessary, sanitize by using universal health care procedures.
- Assist in the preparation and implementation of classroom activities and/or individual and small group instruction, under the direction/supervision of the instructional staff.
- Responsible for monitoring students at the end of the day while they are awaiting bus or taxicab.
- Perform other duties and responsibilities as assigned by the Administrator or designee.

Security Clearance:

Internal Applicants

If you are a current Detroit Public Schools Community District employee, you do not have to submit to a new security clearance, unless your new role requires a different type of criminal background check.

External Applicants

In alignment with Michigan law, if you are hired to fill a position, you will be required to submit to a Detroit Public Schools Community District criminal background check. Information regarding required background checks will be shared at point of hire.

Method of Application:

Applicants must apply through the online application system. Only applications submitted through the online application system will be considered for any posted position and all applications require a resume to be considered.

Successful candidates are required to submit official transcript(s) at point of offer to hire. Teaching service outside of the Detroit Public Schools Community District must be verified by the applicant's prior employer(s) prior to hire. It is the applicant's responsibility to provide all documentation (including copies) as requested.

Applicants requesting assistance during the application process should contact the Office of Human Resources via email at recruitment@detroitk12.org or phone at (313) 873-6897.

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