

Position Posting: Special Education Paraprofessional

Location: Newaygo Middle School

Program: Autism Spectrum Disorder (ASD) Classroom

Schedule: Full-Time (daily 7.0 hrs.), Monday–Friday (follows the school year calendar)

**Position Summary:**

Newaygo Middle School is seeking a compassionate, dependable, and dedicated individual to join our special education team as a paraprofessional in our Autism Spectrum Disorder (ASD) classroom. This individual will work under the direction of the classroom teacher and special education staff to support students with individualized needs, promote academic and social growth, and foster an inclusive, supportive learning environment.

Responsibilities include, but are not limited to:

- Assisting the classroom teacher in implementing individualized education plans (IEPs).
- Providing instructional, behavioral, and social-emotional support to students with Autism Spectrum Disorder.
- Supporting students in both classroom and non-classroom settings, including lunch, recess, and transitions.
- Implementing strategies that promote communication, independence, and positive behavior.
- Collaborating with staff to maintain a safe and structured learning environment.
- Building positive and respectful relationships with students, staff, and families.

Physical Demands:

- Physically assisting students with bathroom needs, lifting/moving student from various positions.
- Frequently stand, walk, bend, kneel, and sit on the floor to engage with students.
- Assist with lifting, positioning, or transferring students when necessary (75 lbs. and up).
- Support students during physical activities, recess, and transitions within the building and outdoors.
- Use hands and arms for reaching, pushing, pulling, and guiding students.
- Help with toileting needs as needed.

Qualifications:

- High school diploma or equivalent (required).
- Experience working with children or individuals with disabilities is preferred.
- Strong communication, patience, and teamwork skills.
- Ability to follow directions, maintain confidentiality, and adapt to student needs.
- Work Schedule:
 - Full-time, Monday through Friday from 7:45 am to 3:15 pm.
 - Position follows the school year calendar.

How to Apply:

Interested applicants should submit a resume, cover letter, and references to:

Rick Hatfield

rhatfield@newaygo.net

616-460-7821

Posted: 8/21/2025 Deadline for Internal Applicants: 8/27/25

Applications will be accepted until the position is filled.