Title: Early Childhood Special Education Inclusion Paraprofessional
FLSA: Non-Exempt
Reports to: Director of Special Education
Updated: November 18, 2026

Position Summary

Able to effectively carry out teacher directions and implement student IEP goals. Assist in the development and implementation of behavior/educational plans for students in preschool programs in COPESD.

Principal Duties and Responsibilities

(Essential functions in terms of the Americans with Disabilities Act)

● Model and actively facilitate the belief that all students can learn and will be most successful when they can remain in the typical preschool education environment
● Provide modeling and training of behavior supports and consultative services affecting positive behavioral changes in students
● Support and facilitate the implementation of infrastructures to positively impact student outcomes
● Take an active part in the preschool education of students who require behavioral accommodations or supports within the classroom, building, or larger community by modeling, teaching and coaching beliefs, attitudes and strategies
● Strong communication skills with all team members to maximize learning, effectiveness and the climate of the classroom and school environment
● To prepare educational materials or activities as needed for learning or instruction of behavioral competencies
● To assist in documentation of student progress
● To utilize positive behavior support techniques to address and improve the behavioral needs of preschool students
● Willingness to accept feedback from stakeholders, colleagues and supervisors in order to continuously improve practices related to job responsibilities
● Other duties as assigned by Supervisor

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Preferred Employment Qualifications

Education: High School diploma or equivalent; Associate Degree or higher preferred
Experience: None
Supervisory Responsibilities: None
Certificates, Licenses, or Registrations: None
Other Knowledge, Skills, and Abilities: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Required:

1. Current CPI certification or willing to become certified
2. Ability to carry out job expectations in the preschool classroom and/or the broader school community with a high

level of professionalism and diplomacy
3. Experience working with children with significant behavioral challenges preferred
4. Able to interact with students with developmental delays in a manner appropriate to their age/ability level
5. Interest and enthusiasm to learn and implement practices necessary to maximize the learning of preschool students with behavioral challenges
6. Ability to be highly engaged in facilitating the growth and learning of students and the adults that support them
7. Demonstrate highly developed understanding and use of strategies for preventing the escalation of student behavior and de-escalation when necessary
8. Ability to teach, model and coach effective strategies with students, educators and families for the purpose of having students be maximally engaged in the educational process
9. Able to follow strategies and discipline procedures consistent with behavior intervention plans and individual IEPs
10. Able to work effectively as a member of a team as well as independently
11. Able to physically assist students when necessary through the use of CPI transporting and restraint
12. Willingness to attend meetings and training within and outside of the COP ESD to improve skills and effectiveness related to this role
13. Ability to represent the COP ESD in a manner that demonstrates a high level of respect, confidentiality, and self-efficacy
14. Timely, regular, and consistent daily attendance is required.
15. Ability to consistently and reliably perform all duties of the position.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
While performing the duties of this job, the employee is regularly required to manually move, lift, carry, pull or push heavy objects, materials, or students. There is stooping, bending and reaching.

Work Environment: Preschool Setting

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Terms of Employment

Annual Work Days: 183 days/1281 hours during the school year

Salary Scale: Per the COPESD Paraprofessional, Transportation Drivers, Transportation Riders, and Sign Language Interpreters Master Contract Student Engagement Scale *(found on the COPESD website)*

Application Deadline: December 3, 2026 at 3:00 p.m. (or until filled)

Application Procedure: Qualified Applicants may apply in ***hard copy or email*** with a Resume, Application (found on the COPESD website) and Credentials to:

Mrs. Kristi Williams
C.O.P.E.S.D.
6065 Learning Lane
Indian River, Michigan 49749
Fax: (231) 238-8551
Email: williamsk@copesd.org

This job description is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship. Employment in support staff positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is covered by the current COP Support Staff collective bargaining agreement and board policy.
This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.