



## Walled Lake Consolidated Schools

### Human Resources

Educational Services Center  
850 Ladd Road, Building D  
Walled Lake, MI 48390  
Phone: 248-956-2030

### ECSE Room Support Paraeducator Job# 13364

**Position:** Instructional Paraeducator

**Date Posted:** August 15, 2025

**Location:** Walled Lake Early Childhood Center (ECSE)

**Approximate Date Available:** 25/26 School Year - ASAP

**Closing Date:**

Internal Applicants: 5 days

External Applicants: Until Filled

**Schedule:** Monday - Thursday, Approximate Hours 8:10am – 3:20pm Includes 30 minute unpaid duty free lunch (Final schedule to be determined by bus schedules, classroom needs)

**Occasional Friday's as needed,** 7 hours per day / 28 hours per week

Classification B Rate of Pay: Current WLPA Contract, \$17.33 to \$22.35

**Minimum New Hire Starting Rate of Pay: \$17.33**

### REQUIRED QUALIFICATIONS:

- Possess a high school diploma
- Ability to work with students having health, emotional and/or behavioral needs and the ability to take initiative in responding to those needs in a manner which is safe and timely manner
- Ability to meet physical demands not limited to: run, kneel, sit on the floor and rise from the floor and the ability to lift 40 pounds
- Be proficient in implementing CPI control techniques responding to crisis situations Should have high energy level and the ability to respond quickly to a variety of situations
- Demonstrated proficiency in the use of computers and email
- Ability to work with and manage student behavior individually, in groups and in a variety of learning environments (lunchroom, hallway, playground, classroom, community, etc.)
- Ability to implement behavior plans/systems and/or medical plans developed by the team, including the ability to assist in observing and recording behavior data
- Ability to utilize basic computer skills in classroom activities

In compliance with Title VII 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, and the Americans with Disabilities Act of 1990, it is the policy of the Walled Lake Consolidated School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, political belief, military service 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. For information, contact the District Compliance Officer Ali Hamka, Assistant Superintendent, Human Resources, 850 Ladd Rd., Bldg. D., Walled Lake, MI 48390, phone (248) 956-2023.



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- Must be competent in basic academic areas including reading, writing, math and grammar in order to support students in these areas
- Ability to respond to health care needs such as toileting and medication
- Ability to be productive and work well in team situations
- Ability to maintain student confidentiality
- Must have current CPI training and maintain certification annually; OR you must attend and successfully complete CPI training ASAP (at the next available training in district/county) and maintain certification annually with annual training to be usually offered in August
- First Aid and CPR training is preferred
- Building Principal/Administration may require additional related training
- Other duties as assigned

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Must be present at the work site to perform duties
- Must be able to manage stressful situations
- Must be able to lead and manage groups of people and individuals
- Must be able to communicate effectively
- Must be able to build and maintain a safe environment
- Must be able to meet the physical demands of the job including but not limited to: walking, kneeling, sitting on the floor, rising from the floor, bending, and lifting at least 20 pounds

The Essential Functions 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 qualified disabilities to perform the essential functions.

**According to the revised code MCL380.1230 a criminal history background check will be completed as a condition of employment with Walled Lake Schools.**

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