



Walled Lake Consolidated Schools

Human Resources

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

Level 3 Resource Program Paraeducator Job#13544

Position: Instructional Paraeducator

Date Revised: August 25, 2025

Location: Walled Lake Central High School

Date Available: 25/26 School Year (Training may be available prior to this date.)

Closing Date:

Internal Applicants: 5 days

External Applicants: Until Filled

Monday through Friday, Approximate Hours 7:00am to 2:00pm (Includes duty free unpaid 30 minute lunch) Schedule may be adjusted by supervisor. 7 hours per day / 35 hours per week

Classification B Paraeducator

25/26 WLPa Contract: \$17.33 to \$22.35

New Hire Starting Rate of Pay: \$17.33

QUALIFICATIONS AND DUTIES:

- Minimum of a high school diploma or equivalent
- Knowledge of students who may have one or more disabilities, including, but not limited to: CI, EI, ASD, behavioral and/or medical disabilities preferred
- Demonstrated initiative and energy with ability to quickly adapt to new situations as they arise
- Demonstrated ability to work with students and manage behaviors individually or within group settings and in a number of varied learning environments (classroom, virtually, lunchroom, etc.)
- Possess the ability to interpret and understand IEP goals and objectives
- Ability to implement behavior plans and systems and/or medical plans, including assisting in observing and recording behavioral data
- Demonstrated proficiency in the use of computers and email
- Demonstrated competency in basic academic areas is required
- Willingness to assist in the teaching of basic living skills, including toileting and feeding
- Ability to maintain student confidentiality at all times
- Successful completion of CPI training and annual certification preferred. Additional training may be required by principal/supervisor

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 Nicholas Russo, Assistant Superintendent, Human Resources, 850 Ladd Rd., Bldg. D., Walled Lake, MI 48390, phone (248) 956-2023.



Every Child, Every Day!

- Willingness to contribute as a productive member of the team and to work with a variety of teaching styles
- Regular and reliable attendance
- 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 MCL 380.1230, a criminal history background check will be completed as a condition of employment with Walled Lake Schools.

