



Walled Lake Consolidated Schools

Human Resources

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

1:1 ASD Support Paraeducator Job # 13565

Position: Instructional Paraeducator

Date Posted: August 26, 2025

Location: Hickory Wood Elementary School

Date Available: 25-26 School Year (Training may be required prior to this date)

Closing Date:

Internal Applicants: 5 Days

External Applicants: Until Filled

Monday through Friday, Approximate Hours 8:45am to 4:07 pm (includes 30 minute unpaid duty free lunch) 7 hours per day/ 35 hours per week

Classification B Rate of Pay: Current 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 with Autism Spectrum Disorder
- Will include 1:1 behavior support for one student
- Provide intermittent personal care assistance and toileting plan support.
- Ability to provide support for student as determined by teacher and the student's needs
- Collect data for a functional behavioral analysis
- Ability to work with students to manage behaviors and assist with academics, under the supervision of a certified teacher
- Possess the ability to interpret and understand IEP /behavior goals, including observing and recording behavioral data

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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- Support behavior intervention programs by providing positive behavior supports and consistency in implementing behavior intervention plans, including observing and recording behavioral data
- Prepare and implement accommodations/modifications as outlined in the Individualized Education Program (IEP)
- Assist in duties relating to the supervision of students individually or within group areas outside the classroom including the classroom, cafeteria, hallway, etc.
- Prepare for classroom activities under supervision of certified teacher
- Perform clerical work and assist in managing the classroom environment including instructional support materials
- Participate in professional development/training designed to enhance knowledge and skills
- Ability to maintain student confidentiality at all times
- Ensure adherence to good safety procedures and student code of conduct
- Follow federal and state laws, as well as School Board policies and administrative directives
- CPI Training, First Aid and CPR certification preferred
- Display a positive, pleasant and enthusiastic attitude and willingness to contribute as a productive member of the team and to work with a variety of teaching styles
- Experience working with children
- Demonstrated knowledge in the use of computers and email
- 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.

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