



Walled Lake Consolidated Schools

Human Resources

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

English Language Development (ELD) Paraeducator Job# 13640

Position: Instructional Paraeducator

Date: August 28, 2025

Locations: Walnut Creek Middle 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 9:15 am – 1:15 pm (includes 30 minute duty free lunch) 4 hours per day
/ 20 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:

- Provide individualized and small group language and content support under the direction of the ELD Teacher and classroom teachers
- Administer language assessments
- Communicate with families as needed
- Carry out other duties as deemed necessary by the Principal, ELD Teacher or ELD Coordinator
- Regular and reliable attendance is an essential job function
- Proficiency in English
- Ability to work cooperatively with students, staff, and families
- Secondary school-level academic skills
- Must demonstrate oral and written English proficiency and middle school-level academic skills

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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Preferred Qualifications:

- Minimum of 2 years college education in U.S. or abroad
- Experience working with children
- Experience working in a school setting
- Technological skills: Email, Google Docs, Microsoft Word, Zoom and Google Classroom

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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