



Walled Lake Consolidated Schools

Human Resources

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

Lunchroom Paraeducator (Part-Time) Job# 13641

Position: Non-Instructional Paraeducator

Date Posted: August 28, 2025

Location: Wixom Elementary

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: 11:30 am – 2:15 pm

2.75 Average Daily Hours / 13.75 Average Weekly Hours

Classification A Paraeducator

Current WLPA contract: \$16.74 - \$19.12

Minimum New Hire Starting Rate of Pay: \$16.74

QUALIFICATIONS AND RESPONSIBILITIES

- Minimum high school diploma
- Ability to relate well with children
- Patience but firmness
- Monitoring students with allergies in the lunchroom
- Assist students with needs during lunch periods
- Clean tables and spills as needed
- Assist with lunchroom setup and clean up
- Working cooperatively with kitchen server, custodial staff, administration and teaching staff
- Maintain respect of students
- Provide supervision at all times, ensuring a safe environment

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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- Handle inter-student conflicts by applying verbal reasoning, or if this fails, notifying building principal
- Administer first aid for minor injuries and alert office of major injuries
- Fill out appropriate discipline and injury reports
- Provide appropriate climate to establish and reinforce acceptable student behavior, attitudes and social skills
- Cooperate and seek assistance from other professional staff members
- Additional related training may be required by building principal
- 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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