



## Walled Lake Consolidated Schools

### Human Resources

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

## GSRP Assistant Teacher Job# 13788

Position Type: Preschool Paraeducator  
Date Posted: September 8<sup>th</sup> 2025  
Location: Early Childhood Center  
Date Available: **25/26 School Year (Training may be required)**

### Closing Date

Internal Candidates: 5 days  
External Candidates: Until Filled

Monday through Friday, 8 Hours Per Day  
Approximate Times: 7:45 a.m. to 4:15 p.m. (Includes 30 minute duty free lunch)

Classification B Paraeducator  
Rate of Pay: Current **25/26** WLPA Contract (\$17.33 to \$22.35)  
Minimum New Hire Starting Rate of Pay: \$17.33

### QUALIFICATIONS:

- Associates Degree in Early Childhood Education or CDA Required
- Experience working in an Early Childhood Program
- Knowledge of high scope curriculum
- Patience and ability to interact well with others, including students, teachers, parents and peers
- Demonstrated aptitude or competence for assigned responsibilities
- Ability to work with little or no supervision
- Good spoken and written language skills
- Such alternatives to the above qualifications as necessary
- Assist teacher with file maintenance, keep meticulous records
- Provide input for developmentally appropriate planning
- Interact with children, scaffold their growth in a positive manner
- Supervise individual, small group, and large groups of children

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.



*Every Child, Every Day!*

- Maintain classroom supplies, cleaning tables, chairs and items as necessary for licensing purposes
- Take anecdotal notes, input data to Child Observation Records
- Assist teacher as needed, substitute for teacher on occasion
- Participate in in-service workshops, share knowledge with other staff, and implement learned techniques
- 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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