



Walled Lake Consolidated Schools

Human Resources

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

Adult Transitions Program Paraeducator 3 Positions Available Job# 14278

Position: Instructional Paraeducator

Date Posted: 10/8/25

Location: Walled Lake Western High School

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

Monday through Friday, Approximate Hours 6:45am to 2:00pm (includes 30-minute unpaid duty-free lunch) 7 hours per day/35 hours per week

Classification B Paraeducator

Rate of Pay for 25/26 WLPA Contract: \$17.33 to \$22.35

New Hire Starting Rate of Pay: \$17.33

Closing Date:

Internal Applicants: 7 Days

External Applicants: Until Filled

Responsibilities and Qualifications

- Possess a high school diploma
- Possess knowledge or experience working with students with various disabilities
- High degree of initiative and energy level along with the ability to spontaneously adapt to new situations
- Knowledge in the use of computers, Microsoft Word, Excel and the Internet
- Ability to meet the physical demands of the job including but not limited to: running, kneeling, sitting on the floor, rising from the floor, bending, lifting.
- Ability to work with and manage student behavior individually, in groups and in a variety of learning environments (lunchroom, hallway, playground, classroom, community, etc.)
- Ability to implement behavior plans/systems and/or medical plans developed by the team, including the ability to assist in observing and recording behavior data
- Ability to be a productive, contributing member of building team; including working with a variety of professional staff with diverse teaching styles

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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- Be competent in basic academic areas in order to be able to modify and adjust assignments for students based on individual functioning level
- Possess the ability to interpret and understand IEP goals/objectives for students
- Possess the ability to maintain student confidentiality
- Must attend and successfully complete CPI training and maintain certification when offered
- 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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