



WATERFORD School District

NOTICE OF VACANCY

Internal/External

Position: Elementary Special Education Para Educator
This is a temporary position that ends 30 days from hire date

Location: Cooley Elementary School

Minimum Qualifications:

- Associates Degree preferred
- High School diploma required
- Successful experience working with groups of children
- Basic computer skills
- Demonstrated initiative and energy with ability to quickly adapt to new situations as they arise
- Demonstrated ability to work with students and manage behaviors individually or within group settings and in a number of varied learning environments (classroom, lunchroom, etc.)
- Possess the ability to interpret and understand IEP goals and objectives
- Ability to implement behavior plans and systems and/or medical plans, including assisting in observing and recording behavioral data
- Demonstrated competency in basic academics areas is required
- Ability to maintain student confidentiality at all times
- Successful completion of CPI training and annual certification preferred
- Demonstrated knowledge in the use of computers and email
- Ability to effectively relate with students, staff and parents.
- Ability to lift and maneuver 50 pounds, unaided.
- Ability to manage students in individual, small group and whole group situations.
- Ability to read and comprehend instructions, short correspondence, and memos.
- Ability to write simple correspondence

Kurzman Administration Services/Crary Campus

501 N. Cass Lake Road, Waterford, MI 48328



(248) 682-7800



www.wsdmi.org



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- Must have ability to establish and maintain effective relationships with various school officials, principals, teachers and office personnel

Essential Functions:

- Must be able to manage stressful situations
- Must be able to communicate effectively
- The individual will be responsible for assisting the supervising teacher in individual and group instruction, charting of student programs, and supporting student's health and hygiene may be required
- Assists teacher in supporting classroom instruction
- Supervises students during recess and lunch, and attendance in general education and "specials" classes
- Ensures students travel to and from general education classes safely
- Keeps records of daily interactions with students
- Assists with loading and unloading of students on buses
- Works with small or individual groups to support or reinforce teacher prepared lesson plans or activities (including physical activities)
- Regular and predictable attendance
- Assist with the preparation of materials; clean up after students, etc
- Other duties as assigned by the special education teacher or the building principal

Reports To: Building Principal

Workday/Week: Monday – Friday
7 hours per day

Starting Date: ASAP

Compensation: \$16.25 – \$18.25 per hour (Based on experience)

Posting Date: October 22, 2025

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Posting Deadline: Until Filled

Internal and external candidates may apply by visiting www.waterford.k12.mi.us and selecting the icon “Employment” and next, “Job Postings Directory”. Include letter of intent, resume, and letter(s) of reference with the application. Employment is contingent upon receiving all required documentation (e.g., criminal background investigation and fingerprint records.)

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