



WATERFORD School District

NOTICE OF VACANCY

Internal/External

Position: Special Education Para Educator – Life Tracks Program (Post-Secondary) (0.6 FTE – 3 days per week)

Location: Kurzman Administration Services – Crary Campus

Special education paraprofessionals work under the overall supervision of the Executive Director of Student Support Services, and the program coordinator. They work under and are directly supervised by the program special education teachers. Duties vary depending on the nature and severity of the student's needs.

- Demonstrated ability to work with students and manage behaviors individually or within group settings and in a number of varied learning environments (classroom, cafeteria, community based settings, etc.)
- Ability to continuously monitor students to ensure safety at all times
- Ability to implement behavior plans and systems and/or medical plans, including assisting in observing and recording behavioral data
- Assist in the implementation of Individual Education Plans for the students and monitor their progress
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
- Ability and willingness to work with Ancillary staff such as Speech & Language Pathologist, School Social Worker, School Psychologist, OT & PT
- Willingness to assist in the teaching of basic living skills, including toileting and feeding.
- Ability to maintain student confidentiality at all times
- Assist in record-keeping responsibilities
- Successful completion of CPI training and annual certification
- Demonstrated knowledge in the use of computers and email
- All other duties as assigned

Kurzman Administration Services/Crary Campus

501 N. Cass Lake Road, Waterford, MI 48328

 (248) 682-7800  www.wsdmi.org



WATERFORD

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Reports To:	Building Principal
Workday/Week:	Monday, Tuesday & Wednesday 7:30 AM – 2:30 PM
Starting Date:	ASAP
Compensation:	\$16.25 – \$18.25 per hour (Based on experience)
Posting Date:	February 10, 2026
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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