



# WATERFORD SCHOOL DISTRICT

## NOTICE OF VACANCY

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### Internal/External

**Position:** Instructional Aide – Day Treatment (SEI)  
10 month position (student day)

**Location:** Kingsley Montgomery School

**Position Summary:** To provide support to Kingsley Montgomery School, a Center Based Program operated by the Waterford School District for Oakland County ISD, by assisting students with special needs in areas of academics and behavior.

### Minimum Qualifications:

- High School diploma required
- Associate's (or higher) degree, or two years of study at an institution of higher education, or achieve a passing score on the Basic Skills Test of the Michigan Test for Teacher Certification (MTTC), or pass work keys test preferred
- Experience with students with disabilities and/or training in appropriate techniques for interacting with special needs students preferred
- Physically able to lift 50 pounds
- Demonstrated ability to interact appropriately and effectively with students, parents, and staff, and to maintain confidentiality
- Excellent attendance record, flexibility, and competence for assigned responsibilities, including ability to meet the physical and academic needs of students

### Essential Functions:

- Takes direction for timely program delivery from building staff members responsible for student learning plans, including the teacher, ancillary staff, and the administrator
- In accordance with the students' Individual Educational Program, assists students with mobility, personal care, learning and other curriculum tasks
- Follows through with prescribed behavioral management programs

- Assists with the development of instructional materials; demonstrates initiative and creativity with individual children and their program implementation, when appropriate
- Assists with physical mobility, including assisting students getting off the bus, to the building, from the building, and on the bus
- Participates in physical activities which may be part of the basic program and/or activities which may be unique to the student's educational program
- Reports successes and difficulties with student learning plans to the appropriate special educator in an informative, timely, and professional manner
- Assists the teacher with routine classroom operations such as distributing and putting away materials, preparing bulletin boards, writing lessons on the board, preparing materials for classroom use, correcting student work; maintains and procures instructional materials, supplies, and resource materials
- Supervises and assists students while they are involved in activities both in and outside of the classroom
- Works with individual students to reinforce learning of material or skills based on a sympathetic understanding of individual student, their needs, interests and abilities.
- Serves as the source of information and helps any substitute teacher assigned in the absence of the regular teacher
- Able to record requested data from teachers, social workers or administrators
- Participates in professional learning, as assigned
- Performs other duties as assigned by special educators or building administrator

**Reports To:** Building Principal and Classroom Teacher

**Workday/Week:** Monday – Friday  
6.5 hours per day

**Starting Date:** TBD

**Compensation:** \$16.62 - \$18.85 per hour

**Posting Date:** February 24, 2026

**Posting Deadline:** Until filled

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Internal and external candidates may apply by visiting [www.waterford.k12.mi.us](http://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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