



Walled Lake Consolidated Schools

Human Resources

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

1:1 Medical Support Paraeducator Job# 17036

Position: Non-Instructional Paraeducator

Date Posted: June 24th, 2026

Location: Commerce Elementary

Date Available: 26-27 School Year

Monday through Friday, Approximate Hours 9:00am - 4:00pm (Includes duty free unpaid 30-minute lunch)

7 hours per day/35 hours per week

Paraeducator Classification B

New Hire Starting Rate of Pay: **\$17.33**

Closing Date

Internal Applicants: 5 Days

External Applicants: Until filled

QUALIFICATIONS AND DUTIES

- Minimum of a high school diploma or equivalent
- Ability to work under the direct supervision of the classroom teacher
- Ability to effectively interact/maintain a professional rapport with students, staff and parents
- Support students with their personal care needs
- Ability to provide support for students as determined by teacher and the student's needs
- Assist in toileting and self-care needs for students
- Ability to work with students to manage behaviors and assist with academics, under the supervision of a certified teacher
- Possess the ability to interpret and understand IEP /behavior goals, including observing and recording behavioral data
- Prepare and implement accommodations/modifications as outlined in the Individualized Education Program (IEP)

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!

- Assist in duties relating to the supervision of students individually or within group areas outside the classroom including the classroom, cafeteria, hallway, etc.
- Prepare for classroom activities under supervision of certified teacher
- Demonstrated proficiency in the use of computers and email
- Creative and self-directed. Desire to learn new skills
- Regular and reliable attendance is an essential job function
- Additional related training may be required by building principal
- 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.

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!