



## Walled Lake Consolidated Schools

### Human Resources

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

### Parking Lot Paraprofessional Job# 17238

**Position:** Non-Instructional Paraprofessional

**Date Posted:** 7/15/2026

**Location:** Walled Lake Northern High School

**Date Available:** 26-27 School Year

**Closing Date:**

Internal Applicants: 5 Days

External Applicants: Until Filled

Monday through Friday

Schedule: Monday - Friday 6:45am – 10:45pm

4 Average Daily Hours / 20 Average Weekly Hours

Classification A Paraeducator

New Hire Starting Rate of Pay: **\$16.74**

### **Job Description and Responsibilities**

- High School graduate or equivalent
- Good inter-personal skills with students and staff
- Demonstrated initiative and energy with ability to quickly adapt to new situations as they arise
- Displays patience, tact, courtesy, discretion, honesty, neatness, cooperative and initiative
- Provides continuous and non-stop supervision of parking lot for safety
- Checks all cars for parking stickers
- Issues parking tickets to students who abuse parking privileges
- Manages students and staff parking permits
- Inputs automobile/parking information in Skyward system
- Provides supervision at all times, ensuring a safe environment
- Reports all accidents and/or misconduct to the principal and/or assistant principal
- Assists students with problems
- Handles inter-student conflicts by applying verbal reasoning or, if this fails, disciplinary action
- Patience and experience in working with high school age children

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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- Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes, social skills
- Cooperates and seeks assistance from other professional staff members
- Ability to maintain student confidentiality at all times
- Ability to carry out assigned tasks and accept direction from teacher and/or administration
- Ability to follow emergency procedures and protocols
- 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.

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