WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal/External

Position: Instructional Aide – SXI/SCI Program
10-month position (concurrent with school year) plus the summer program days

Location: Kingsley Montgomery School

Position Summary: To provide support to Kingsley Montgomery School students in the areas of academics, behavior, and personal care.

Minimum Qualifications:

- High School diploma required
- One or more of the following are preferred: associate's (or higher) degree, or two years of study at an institution of higher education, or a passing score on the Basic Skills Test of the Michigan Test for Teacher Certification (MTTC), or a passing work keys test score
- Experience with students with disabilities and/or training in appropriate techniques for interacting with students who have special needs 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 teachers, ancillary staff, and the administrator
- In accordance with Individual Educational Programs (IEPs), 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 when leaving.
- May assist with self-care and personal hygiene, and activities of daily living, such as toileting, feeding, catheterization, tube feeding, etc.
- Participate in physical activities which may be part of the basic program and/or activities that are 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, and 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 the learning of material or skills based on a sympathetic understanding of each 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: ASAP

Compensation: $16.95 - $19.23 per hour **-PLUS $2,750 ANNUAL STIPEND**

Posting Date: September 22, 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 Posting 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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