Wayne-Westland Community Schools
Human Resources
36745 Marquette, Westland, MI 48185
(734) 419-2032 • Fax (734) 595-2031
wwcsd.net

Part-Time ASD PS Paraprofessional

LOCATION: **Stevenson Middle School**

REPORTS TO: Building Administrator/Special Education Supervisor

COMPENSATION: $22.15/hour Based on W-WAP Collective Agreement

BENEFITS: Medical, Vision & Dental Insurance
Michigan Public School Retirement Plan

POSTING DATES: Internal: June 12, 2026 – June 22, 2026 by 3:00 P.M.
External: June 12, 2026 – Until filled

Wayne-Westland Community Schools is located in the metropolitan Detroit area, between Ann Arbor and Detroit. Our staff provides the very best educational opportunities for approx. 10,000 students from Westland, Wayne, Canton, Livonia, Garden City, Dearborn Heights, Inkster, and Romulus. The Wayne-Westland Community School district is comprised of ten elementary schools (K-5), three middle schools (6-8), and two high schools (9-12). We also have an early childhood center, an ultra-modern facility for career/technical training, an alternative high school, and a thriving online program.

The dynamic environment throughout the school district illustrates that when a school and community work together, extraordinary results occur. Our school district promotes high expectations for success and provides students with a safe, caring and nurturing environment.

QUALIFICATION REQUIREMENTS: to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Works with small groups of students or individual students under the direct guidance of the teacher
- Performs other miscellaneous tasks that support student achievement
- Manages and instructs students on appropriate behavior using positive behavior support strategies consistent with Board policy and procedures
- Assist students in meeting self-help, health, and behavior needs including toileting and diapering, personal care needs, dressing, feeding support, augmentative alternative communication boards, devices, tools
- Helps maintain instructional area, supplies, equipment, and facilities in a clean/safe condition, cleaning/disinfecting classroom environment
- Assists teachers and support staff in preparing materials, housekeeping, reteaching/ record keeping, and data collection relative to student progress
- Participates in special instructional activities to meet program and student goals (e.g. loading/unloading buses, physical education, accompanying to swimming, playground supervision, social skills, pre-vocational training, community-based instruction, transitioning to adult literacy, therapeutic activities, etc.)
- Understand and be aware of the medical needs of students and follow medical protocols under the guidance of a nurse as appropriate
- Follows established policies/procedures regarding student medical concerns, safety, student rights, emergency/disaster plans, and so forth
- Support student or multiple students across learning environments and educational experiences

- Support student or multiple students in their least restrictive environment
- Collect data on behavior intervention plans, or other plans that support students in the educational environment.
- Follow student safety plans
- Maintain confidentiality
- Regular and predictable attendance
- Other Duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- Must have high school diploma
- Must be eligible to work in the United States
- Must meet the definition of High Qualified by possessing one or more of the following:
    - An Associate's Degree (or higher)
    - Sixty (60) or more semester hours of college credit from a degree granting institution
    - Certificate verifying the passage of the Michigan Test for Teacher Certification (MTTC Basic Skills)
    - Passing score of at least 480 on the evidence-based reading and writing section of the SAT and 530 on the mathematics section
    - Passing score on the Parapro Assessment

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read and comprehend simple instructions, short correspondence, and memos
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to understand and carry out instructions furnished in written or oral form
- Ability to work with students with learning disabilities, autism, emotional, physical, health, sensory, cognitive, and/or multiple impairments
- Ability to maintain composure under stressful conditions
- Ability to develop effective working relationships with students, staff and the school community
- Must have essential technology skills, i.e. skilled at using PC computer, laptop, assistive communication devices/technology and other educational technology and software

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is regularly required to remain in a stationary position and is frequently required to move about the inside of the building. This employee will be required to open and close books, operate office equipment and computers, and will need to be able to position themselves to reach under desks, sit next to students and interact with students sitting on the floor, etc. The person in this position frequently communicates with teachers, parents and students, including reading to students, and must be able to exchange accurate information in these situations. **The employee must be able to engage in the physical management of students in order to maintain a safe environment for students and others.**

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with students, staff and occasionally with the public. The employee will be around humidity and chemicals involved with public swimming pools. At times, the employee may be directly responsible for the safety and well-being of students.

TERMS OF EMPLOYMENT:

The work year is determined by the number of days students are in attendance during the regular school calendar and/or specific program needs. The work day is 3 hours and fifteen minutes per day, 32.5 hours bi-weekly. The hourly rate is based on the WWAP Collective Bargaining Agreement.

EVALUATION:

Job performance is evaluated in accordance with district guidelines.

APPLICATION PROCEDURE:

Apply on line at https://www.wwcsd.net/ or come to the Human Resources Department to access the online application system.

INTERNAL CANDIDATES ONLY:

Note: Posted positions will be awarded on seniority order, assuming the applicant has the necessary qualifications. Once awarded a posted position, you will be required to stay in that position for a one-year period before applying for another posted position. **Please note**: These positions are being posted under the roll down posting process; you must fill out an application in order to be considered for the posted position(s) and any subsequent position(s) that become available as a result of this posting.

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.