Wayne-Westland Community Schools
Human Resources
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wwcsd.net

1.0 Kindergarten Aide

LOCATION: Hicks Elementary School

REPORTS TO: Building Administrator

COMPENSATION: $17.00 per hour

POSTING DATES: October 28, 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*

- Assist students with classroom routines, activities, and transitions (Special Education and General Education).
- Support the teacher in maintaining an organized and positive learning environment.
- Supervise students in the classroom, hallway, cafeteria, and during recess as needed.
- Provide individual or small group attention to students under the direction of the teacher.
- Support students in developing social skills, independence, communication skills and classroom readiness.
- Implement de-escalation strategies and support students using techniques aligned with district-approved training and practices.
- Follow individualized support plans, including Behavior Intervention Plans (BIPs), under the guidance of the teacher.
- Help with the preparation and organization of instructional materials.
- Monitor and support student safety and well-being at all times.
- Provide assistance with age-appropriate personal care and hygiene needs as required (toileting, potty training, etc.).
- Maintain confidentiality and uphold professional standards in all interactions.
- Follow all district policies and procedures.
- Regular and predictable attendance.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or equivalent required

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience working with young children is preferred.
- Ability to maintain confidentiality and professionalism.
- Dependable, patient, and flexible.
- Physically able to engage with students in classroom and playground activities.

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 may be required to stand, walk, bend, lift or sit for extended periods. 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.

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. 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 program needs, and the number of days students are in attendance during the regular school calendar. The work day is determined by the building bell schedule and includes a half hour unpaid lunch.

EVALUATION:

Job performance is evaluated in accordance with district guidelines.

APPLICATION PROCEDURE:

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

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.