



Board of Education
61 ECHO LAKE ROAD
WATERTOWN, CONNECTICUT 06795
Telephone: (860) 945-4800
FAX: (860) 945-6990



TO: All District Staff

FROM: Lisa Fekete
Acting Superintendent of Schools

RE: ANNOUNCEMENT OF VACANCY

DATE: August 15, 2025

Paraeducator

Position Title: Paraeducator, Category III-Cafe/Hall Monitor

Location: Swift Middle School

Position Reports To: Director of Curriculum and Instruction for General and Special Education and Building Administrator

Job ID: #2371

Internal Close Date: August 25, 2025

External Close Date: September 5, 2025

Anticipated Start Date: August 25, 2025

Required Certifications & Qualifications

A minimum of two years of study at the college level (60 credits), an Associates Degree or a passing score on the ParaPro Assessment is required.

Preferred Qualifications

- Previous experience supervising Middle School aged students

Essential Skills, Knowledge Performance Abilities

- Establish positive relationships with students, staff and visiting parents/community members
- Establishes high behavioral expectations for students and addresses needs with fairness and consistency
- Accepts feedback and uses ongoing self-evaluation and reflection to identify areas for improvement, and takes action to improve performance
- Accompany students on field trips and assist with their supervision

Additional Duties

- Perform all other duties that may be assigned by the Director of Special Education and Pupil Personnel Services and/or the Building Administrator

Terms of Employment

- 184 Days
- Step 1- \$17.20 per hour

- Active Paraeducator Union Members stay on current step

Work Schedule

- 32.5 hours per week (½ hour unpaid lunch) 7:35 - 2:35

All application materials must be submitted online, through Applitrack; should you have any difficulty in submitting your online application please contact (860)945-4813.

*District reserves the right to close the posting if a suitable candidate is found prior to the external closing date.