



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 14, 2025

Paraeducator

Position Title: Paraeducator- Category II-B, Classroom

Location: Polk Elementary School

Position Reports To: Interim Director of Special Education and Pupil Personnel Services,
Director of Curriculum and Instruction for General and Special Education
and Building Administrator

Job ID: #2372

Internal Close Date: August 21, 2025

External Close Date: September 4, 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 working with special education students.
- Willingness to be trained to assist with varying instructional and behavioral needs of all students

Essential Skills, Knowledge Performance Abilities

- Ability to carry out instructions/lesson plans
- Modify tasks in live time as needed
- Ability to balance providing support to assigned students while simultaneously building independence as appropriate
- Work with other students in the classroom as needed, under the direction of the classroom/special education teachers
- Effective use of written and verbal communication skills
- Maintain confidentiality of information regarding students, employees and others
- Establish supportive and compassionate relationships with students with special needs and other students in the classroom

- Follow all applicable safety rules, procedures and regulations to assist all students, including those with disabilities or other special needs
- Assist students with physical or mental disabilities with activities of daily living, as needed, for the purpose of maximizing their ability to participate in school or learning activities
- Assist students with special needs in all aspects of classroom instruction to maximize inclusion, learning, and the achievement of IEP objectives
- 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 Paraprofessional Union Members stay on current step

Work Schedule

- 32.5 hours per week (½ hour unpaid lunch) 8:35-3:35 (M-F)

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.