



Board of Education
61 ECHO LAKE ROAD
WATERTOWN, CONNECTICUT 06795
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TO: All District Staff

FROM: Lisa Fekete
Superintendent of Schools

RE: ANNOUNCEMENT OF VACANCY

DATE: November 14, 2025

Paraeducator

Position Title: Paraeducator ,Classification II, Category A, 1:1

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: #2445

Internal Close Date: November 21, 2025

External Close Date: December 5, 2025

Anticipated Start Date: Immediately

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 supporting an individual student while simultaneously building their independence
- 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
- 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

- Participate in IEP process and serve as resource for the student personnel evaluation team as needed
- 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 Interim Director of Special Education and Pupil Personnel Services and/or the Building Administrator

Terms of Employment

- 184 Days
- Step 1- \$18.05 per hour
- Active Paraeducator 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.