



**Board of Education**  
61 ECHO LAKE ROAD  
WATERTOWN, CONNECTICUT 06795  
Telephone: (860) 945-4800  
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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-B, Classroom

**Location:** Swift Middle 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:** #2446

**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 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) 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.