



**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:** March 25, 2026

**2026 Extended School Year (ESY) Paraeducator**

**Position Title:** Paraeducator  
**Location:** John Trumbull Primary School  
**Position Reports To:** Interim Director of Special Education and Pupil Personnel Services/  
 Building Administrator  
**Job ID:** #2539  
**Internal Close Date:** April 1, 2026  
**External Close Date:** April 15, 2026  
**Anticipated Start Date:** July 6, 2026 - July 30, 2026

**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**

- Monday - Thursday 8:45am - 12:15pm
- Staff should be available for the full program period
- The salary will be aligned with the candidate's experience and skill set.

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.