

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	2026-27 Behavior Para Educator Class I		
Location:	Elmwood Elementary	Start Date:	October 2026
Salary Range/ Level:	As per the salary schedule contained in the WESPA Master Agreement Class I \$20.55- \$23.22 per hour	Terms of Employment	2026-27 WESPA Para Educator Calendar
Date Posted:	October 8, 2026	Application Deadline:	Until Filled
Application Process:	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u> . (See application instructions at Behavior Para Educator Elmwood Oct 2026) Resume and cover letter may be: • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917		
Job Description			
<u>JOB SUMMARY</u> The Behavior Paraeducator is responsible for working as a team member in providing a quality educational program for students by providing behavioral support to the classrooms and building. The primary focus of the Behavior Paraeducator is to provide interventions for students that may need extra safety and support in continuing their education.			
<u>ESSENTIAL JOB FUNCTIONS</u> <i>Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:</i> • Maintain an atmosphere conducive to learning • Assist staff in behavioral concerns with students • Assist students in regulating behaviors by utilizing de-escalation skills and CPI strategies as needed.			

- Cope with friction among students
- Deal with student problems and diffuse situations
- Ability to work with little assistance in high stress situations
- Assist students in improving decision-making skills
- Will be required to assess problems, collect data, establish facts, and draw valid conclusions
- Will be required to communicate effectively with staff and parents
- Restorative Practices to help deescalate conflict.
- Monitors student activity in all areas of campus, both inside and outside.
- Refers discipline, security, and attendance situations to appropriate personnel.
- Enforces all district policies and procedures related to safety and security.
- Assists in emergency situations.
- Assists visitors with directions, secures proper identification and escorts unauthorized visitors to exits.
- Monitors extracurricular events day and/or evenings as assigned.
- Participates in in-services and workshops appropriate to responsibilities.
- Monitors assigned zones and areas of school grounds.
- Consistently and politely enforces Waverly Community Schools handbook rules.
- Promotes a safe and healthy school environment by enforcing school rules and guidelines.
- Performs various tasks as requested by the administration and office personnel.
- Maintains confidentiality when dealing with students, families, staff, and community members.
- Performs moderate to extensive physical activity including frequent standing or walking.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Minimum of a high school diploma
- Prior experience working with students, school personnel, and parents
- CPI Certification or willingness to obtain
- Strong communication skills
- Knowledge of PBIS and MTSS

Knowledge, Skills and Abilities:

Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT

The noise level in the work environment is usually loud to moderate. Work is performed indoors although there will be required outdoor activities. The employee is directly responsible for the safety, well-being and work output of students

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Notice of Non-discrimination

Non-Discrimination

The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or msavage@waverlyk12.net.