WAVERLY COMMUNITY SCHOOLS
Position Announcement

Job Title:	**Special Education 1:1 Student Para Educator**		
Location:	Elmwood Elementary	**Start Date:**	January 2023
Salary Range/ Level:	$16.52 – 19.05/hour - As per the salary schedule contained in the WESPA Master Agreement	**Terms of Employment:**	2022-23 School Year
Date Posted:	January 25, 2023	**Application Deadline:**	Internal February 1, 2023 @4 pm External February 4, 2023
ALL Applicants	A COMPLETED ONLINE APPLICATION IS **REQUIRED**. See application instructions at: Para Educator SE One to One Elmwood Jan 2023 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

Qualifications:

- Must have a high school diploma or the educational equivalent
- Must possess academic skills at a level to be able to successfully assist students with elementary instructional materials
- Able to work with a moderate to high degree of mental and physical demands due to students needs
- Be self-directed and able to work with minimal supervision
- Must have skills to manage behaviors (verbal & physical) presented by students
- Willingness to seek additional training
- Good verbal/written communication skills
- Able to respect and maintain confidentiality of information and student privacy
- Good attendance and support towards organizational goals and efforts
- Possess high level of flexibility and problem solving skills
- Training in, or willingness to obtain training in, nonviolent crisis intervention

Preferred:

- One year's experience with special education students and training or experience in special education
- College education (2 years or more)

Performance Responsibilities:

- Working under direction of special education/general education teachers
- Escorting student to/from classes, lunch and the bus

- Supporting student with disabilities within the general education setting (re-teaching, providing instruction as directed by a teacher, providing support for testing, etc.)
- Supervising student in lunch/at recess
- Manage behaviors verbal & physical
- Job may require lifting up to and over 65 pounds
- Supports student medical and toileting needs
- Other duties as assigned to support the program

Preceding data are intended to convey information essential to making fair pay decisions about the job, and are not exhaustive lists of skills, efforts, duties, responsibilities or working conditions associated with it.

Notice of Non-discrimination

It is the policy of Waverly Community Schools not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 515 Snow Rd., Lansing, MI 48917, or phone 517-321-7265