

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	Special Education Para Educator		
Location:	Elmwood Elementary	Start Date:	Immediate
Salary Range/Level:	As per the salary schedule contained in the WESPA Master Agreement Class I \$19.25 - \$21.92 per hour	Terms of Employment	School Year
Date Posted:	November 19, 2025	Application Deadline:	Until Filled
Application Process:	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u> . (See application instructions at Special Education Para Educator Elmwood Nov 2025) 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 Special Education Paraeducator is responsible for working as a team member in providing a quality educational program for students with.			
<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>			
• Participate in the planning, implementation and evaluation of the effectiveness of strategies for individual and group behavioral management, academic or transitioning goals. • Actively participate in building activities, meetings, conferences, IEPs, swimming or pool activities, lunch, community-based instruction or activities, etc. as determined by the building administration or assigned certified teacher. • Assist in instruction of information and concepts, selection and preparation of materials, establishment of reward systems, as determined by the certified teacher. • Assist with transportation-loading and unloading of buses.			

- Transport small numbers of students to activities in school vehicles when necessary in accordance with board policy.
- Inform the certified teacher of any specific needs or concerns regarding the students.
- Follow through with suggestions by related service providers as directed by the teacher.
- Assist in the medical, adaptive daily living, and self-care needs of students which could include assisting students with eating, hygiene, toileting, and diapering.
- Lift and transfer students as needed.
- Assist in preparing students for pool activities and assist in the pool with students under WSI supervision.
- Assist in behavioral/academic/vocational interventions as needed.
- Perform record keeping and organizational tasks as appropriate.
- Interact with co-workers, administration, students, parents and the community in professional, supportive and cooperative ways.
- Serve as a positive role model.
- Assist in arranging and managing the physical setting so that it is conducive to learning.
- Assist with the school day activities such as before and after-school supervision, lunch and recess and bus loading and unloading supervision, to ensure the safety of all students.
- Maintain in-person and on-time attendance as required.
- Will be required to communicate effectively with staff and parents
- All 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.