

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	Special Educational Para Educator		
Location:	Winans & High School	Start Date:	Immediate
Salary Range/Level:	Class II - As per the salary schedule contained in the WESPA Master Agreement \$17.02 - \$19.62	Terms of Employment	2023-24 School Year
Date Posted:	January 10, 2024	Application Deadline:	January 25, 2024
ALL Applicants:	<p>A COMPLETED ONLINE APPLICATION IS REQUIRED FOR ALL APPLICANTS. See application instructions at: Special Education Para Educator Winans & HS 2023-24</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> • Attached within the online application (preferred) • Faxed: (517) 321-8577 <p>Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917</p>		

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

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 class (re-teaching, providing instruction as directed by a teacher, providing support for testing, etc.)
- Supervising student in lunch/at recess
- Job may require lifting up to and over 65 pounds
- 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