WAVERLY COMMUNITY SCHOOLS
Position Announcement

Job Title:	**Special Educational Paraprofessional**		
Location:	Winans Elementary	**Start Date:**	ASAP
Salary Range/ Level:	$14.96/hour - As per the salary schedule contained in the WESPA Master Agreement	**Terms of Employment:**	2018-19 School Year
Date Posted:	September 28, 2018	**Application Deadline:**	October 3, 2018 @ 4 pm
INTERNAL Applicants:	Submit updated resume and letter of interest to Susan Friend, Director of Human Resources and Tiffany Wright, Director of Special Education		
EXTERNAL Applicants:	A COMPLETED ONLINE APPLICATION IS **REQUIRED**. See application instructions at: http://www.inghamisd.org/district-support-services/hr/apply/ 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
- Prefer experience with ASD population
- 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 and ASD classroom setting (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