



WAVERLY COMMUNITY SCHOOLS Position Announcement

Job Title:	Instructional Para Educator Colt ECEC 2024-25		
Location:	Colt ECEC	Start Date:	August 2024
Salary Range/ Level:	WESPA Class II \$17.02 – \$19.92 per current master agreement	Terms of Employment	School Year
Date Posted:	August 17, 2024	Application Deadline:	Until Filled
Application Process:	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. (See application instructions at Instructional Para Colt ECEC Aug 2024)</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 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917 		

Job Description

ESSENTIAL JOB FUNCTIONS

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:

JOB FUNCTIONS:

- Responsible for actively participating in building activities, meetings, parent conferences, staffing, training, IEP, when appropriate, as determined by the building administration or the assigned certified teacher.
- Present lessons to individual students or small groups, assisting in all introductions of information and concepts, selection and preparation of materials, as determined by the certified teacher.
- Manage small groups of students independently.
- Follow lesson plans and protocols as outlined by certified staff.
- Assist with loading and unloading of buses and recess duty, when necessary.

- Responsible for informing the certified teacher of any specific needs or concerns regarding the students.
- Responsible for carrying through on suggestions, as directed by the teacher.
- Assist in preparing displays of student work.
- Secure, set up and operate materials and equipment.
- Assist teacher in maintaining a positive classroom climate.
- Interact with co-workers, administration, students, parents & the community in positive, supportive and cooperative ways.
- Work outside each day for extended periods of time.
- Perform other duties as assigned.

This description is intended to describe the type and level of work performed by a person assigned to this position. It is not an exhaustive list of all duties and responsibilities required to be performed in the position.

REQUIRED QUALIFICATIONS:

- High School Diploma
- Demonstrated ability to interact with students, parents, staff and community in a tactful and courteous manner.
- Demonstrated experience working with children.
- Demonstrated good attendance and punctuality.
- Demonstrated respect for the confidential requirements of information.
- Demonstrated excellent communication skills (written and verbal).
- Demonstrated good organizational skills.
- Demonstrated ability to work in a diverse environment.
- Demonstrated ability to participate as a member of the team.

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.

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

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.