

WATERTOWN UNIFIED SCHOOL DISTRICT

Vacancy Notice

SPECIAL EDUCATION PARAPROFESSIONAL

- LOCATION:** Lincoln Elementary School
- HOURS:** 5.75 hours per day on student contact days
- STARTING PAY RATE:** \$14.35 per hour
- START DATE:** As soon as available
- JOB DESCRIPTION:** The job duties of special education paraprofessionals vary depending on the disabilities and needs of the students. This position involves supporting students in a variety of ways: helping students remain on-task, assisting in completing school assignments, supporting play and other social activities, fostering positive student interactions and behaviors, and lunch and/or recess duty. Depending on the student needs, duties may include toileting and working on grooming skills.
- The qualifications for special education paraprofessional positions include:
- A high school diploma or equivalent;
 - Experience and/or desire to work with students with disabilities and/or behavioral challenges;
 - Ability to work with individuals and small groups of students;
 - Ability to interact and work with students, staff, and community members in a positive manner; and
 - Experience working with individuals having autism, mental health and/or developmental disabilities is a plus.
- HIGHLY QUALIFIED:** This position requires the candidate to have a high school diploma PLUS meeting one of the following “highly qualified” standards:
- Two years or more of study at an institute of higher education (completion of 48 semester hours or equivalent of trimester hours), OR
 - Associate or higher degree, OR
 - Passing a test to demonstrate the knowledge of and ability to assist in the instruction of reading, writing, and mathematics.
- CERTIFICATION:** Applicants must possess or willing to apply for Wisconsin Department of Public Instruction Special Education Program Aide license (883) upon hiring.
- APPLY BY:** **Immediately** – Applications will be reviewed upon receipt.
- DISTRICT CONTACT:** Sarah Miller, Human Resources Administrative Assistant
Watertown Unified School District, 111 Dodge Street, Watertown, WI 53094
920-262-1460; millers@watertown.k12.wi.us

Current Employees: Apply by submitting a letter of interest/resume.

Non-Employees: Apply electronically on Wisconsin Education Career Access Network (WECAN)
(<https://wecan.education.wisc.edu/#/>)

The Watertown Unified School District does not discriminate in its education program, activities, or employment on the basis of race, color, religion or creed, sexual orientation, ancestry, national origin, sex, age, marital status, or handicap.