



# WATERFORD SCHOOL DISTRICT

## NOTICE OF VACANCY

---

### **Internal/External**

**Position:** Building Support – Noon Attendant  
(10 month position)

**Location:** Donelson Hills Elementary School

### **Minimum Qualifications:**

- Strong verbal and written communication skills
- Ability to problem solve
- Knowledge of first aid procedures
- Present a professional, courteous and tactful image and represent the district in a positive manner
- Ability to communicate and work effectively with students, parents and district staff

### **Essential Functions:**

- Assist staff in monitoring cafeteria and playground
- Maintain good, consistent discipline within assigned area
- Assists in keeping the assigned area looking orderly
- Provide supervision and protective security for school buildings and grounds
- Assist in enforcement of all school rules while respecting the legal rights of all individuals
- Initiate preventive measures to reduce delinquent acts and school rule violations in school hallways and throughout the building
- Assist with emergency situations as directed
- Provide personal visibility and supervision in the hallways and throughout the building
- Report unauthorized persons on school premises to the administration
- Other duties as assigned by building Administrator

<b>Reports To:</b>	Building Principal
<b>Workday/Week:</b>	<b>Monday – Friday</b> 11:15 AM – 1:30 PM
<b>Starting Date:</b>	ASAP
<b>Compensation:</b>	\$12.55 per hour
<b>Posting Date:</b>	January 30, 2025
<b>Posting Deadline:</b>	Until filled

---

Internal and external candidates may apply by visiting [www.waterford.k12.mi.us](http://www.waterford.k12.mi.us) and selecting the icon “Employment” and next, “Job Postings Directory”. Include letter of intent, resume, and letter(s) of reference with the application. Employment is contingent upon receiving all required documentation (e.g., criminal background investigation and fingerprint records.)

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.