



WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal/External

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

Location: Cooley 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

Reports To:	Building Principal
Workday/Week:	Monday – Friday 10:50 AM – 1:30PM
Starting Date:	ASAP
Compensation:	\$12.55 per hour
Posting Date:	April 22, 2025
Posting Deadline:	Until filled

Internal and external candidates may apply by visiting 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.)

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