

# Holton Public Schools Notice of Intent to Employ

Posting Date March 6, 2024 at 2:00 PM

# Position

Elementary Paraprofessional - Instructional

# Qualifications

Applicants must possess an associate's degree or higher, or the equivalent of two years of study at a higher institution, or possess acceptable Work Keys® readiness assessment scores, have strong communication skills, and an ability to get along and work with people. The applicant must be punctual, patient, and be extremely knowledgeable in working with elementary aged students. The qualified candidate will be flexible, yet a collaborative team player, and will be a proven and effective communicator with students, parents, and staff.

# **Reports To**

**Elementary Principal** 

# **Essential Functions**

- Able to support and assist students working under the direction of the classroom teacher.
- Able to support the classroom teacher's instruction.
- Able to assist individual and small groups of children in need of special attention.
- Able to assist individual students, as well as small groups with instruction.
- Able to carry out all essential functions of the position as required by the classroom teacher and elementary principal as defined in the job description for the position.

# **Starting Date**

As Soon As Possible

#### Hours

Monday - Friday from 8:45 AM - 3:45 PM (6.50 hours scheduled daily)

# Salary

As per the current wage schedule contained within the Holton Education Support Personnel Association's master agreement.

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information, or any other legally protected characteristic, (collectively, "Protected Classes") in its programs and activities, including employment opportunities. If you feel you have been discriminated against, please contact: Office of the Superintendent • 6500 Fourth St. • Holton, MI • 49425 • Phone: (231) 821-1700 • Fax: (231) 821-1724

# **Application Deadline**

March 13, 2024 at 2:00 PM

#### **Application Instructions**

Internal applicants, please sign below. External candidates, please provide a letter of interest, current resume, copies of college transcripts or high school diploma, and letters of reference to:

Dr. Adam Bayne, Superintendent Holton Public Schools 6500 4<sup>th</sup> Street Holton, MI 49425

| Signature | Seniority Date | Date / Time |
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# Approved by Dr. Adam Bayne, Superintendent on March 5, 2024.