



Holton Public Schools Notice of Intent to Employ

Posting Date

October 22, 2025

Position

Secondary Paraprofessional – Special Education

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 secondary 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

Secondary 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 secondary principal as defined in the job description for the position.

Starting Date

As soon as possible

Hours

Monday - Friday from 7:35 AM - 2:35 PM (6.50 hours scheduled daily)

Salary

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

Application Deadline

Until Filled

Application Instructions

Internal applicants, please sign below. **External** candidates, please provide a letter of interest, current resume, copies of transcripts, and letters of reference to:

Dr. Adam Bayne, Superintendent
Holton Public Schools
6500 4th Street
Holton, MI 49425

Signature	Seniority Date	Date / Time

Approved by Dr. Adam Bayne, Superintendent on October 22, 2025.