

# Houghton-Portage Township Schools

1603 Gundlach Road · Houghton, Michigan 49931 · (906) 482-0451 · FAX (906) 487-9764

Website: <http://www.hpts.us>

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*An Equal Opportunity Employer*

## NOTICE OF VACANCY

The Houghton-Portage School District is seeking qualified applicants for the following position for the 2018-19 school year:

### **Paraprofessional – High School/Middle School (Part Time/25 hours a week non-union)**

#### Qualifications:

1. High School Diploma or equivalent.
2. Experience working with middle and high school aged children preferred.

#### Performance Responsibilities:

1. Work in Houghton High School/Middle School as an instructional aide as directed by the Houghton High School Principal and Houghton Middle School Principal.
2. Provide tutoring services to high school and middle school students.
3. Supervise students during lunch period.

Interested applicants should submit a letter of interest to:

Cole Klein, Principal  
Houghton-Portage Twp. High School  
1603 Gundlach Road  
Houghton, MI 49931

Deadline: Until filled.

The Houghton-Portage Township School District 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.

Questions or concerns regarding the non-discrimination policies should be directed to Mrs. Sara Marcotte, Business Manager, Houghton-Portage Township School District, 1603 Gundlach Road, Houghton, MI 49931 (906) 482-0450.

August 21, 2018

"Your public school system; there is no better place to learn."