

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

Internal/ External Posting

Houghton-Portage Township School District is seeking qualified candidates for the following positions for the 2018-19 school year:

Paraprofessional Elementary Special Education Part- Time

Qualifications:

1. Two years college equivalent coursework or high school diploma and passed state test to meet NCLB “Highly Qualified” requirements.
2. Previous experience working with students with disabilities preferred.
3. Ability to lift approximately 40 lbs.
4. Willingness to commit to working with students with learning difficulties.

Performance Responsibilities:

- Assisting Special Education Students in General Education Classrooms
- Supervising and Assisting Special Education Students with Daily Tasks and Needs
- Assisting Classroom/ Resource Room Teacher with a Wide Variety of Tasks

Interested candidates may submit letter of application and resume to:

Mr. Anders Hill, Principal
Houghton Elementary School
203 West Jacker Avenue
Houghton, MI 49931

Deadline: September 19, 2018

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) 482-0451.

September 11, 2018

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