



HOUGHTON-PORTAGE TOWNSHIP SCHOOLS

HOUGHTON HIGH SCHOOL

1603 Gundlach Rd. | Houghton, Michigan 49931

(906) 482-0450 | FAX (906) 487-5218

www.hpts.us

TIFFANY SCULLION – Principal | ROB FAY – Athletic Director

NOTICE OF VACANCY

The Houghton-Portage Township School District is seeking qualified applicants for the following position for the 2024-25 school year:

High School/Middle School Paraprofessional (full-time) **High School/Middle School Paraprofessional (part-time)**

Qualifications:

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

Performance Responsibilities:

1. Work in Houghton High School/Middle School as an instructional aide as directed by the Houghton High School Principal & Houghton Middle School Principal
2. Provide tutoring services to high school and middle school students
3. Support students in online courses and monitor progress
4. Provide accommodated and makeup testing for students
5. Communicate with students, parents, and staff

Interested applicants must submit an email or letter of interest along with references to:

Tiffany Scullion, Principal
Houghton High School
Houghton-Portage Township Schools
1603 Gundlach Road
Houghton, MI 49931
tscullion@hpts.us

First Review of Applicants: August 1, 2024

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) 482-0451.

July 18, 2024