



# HOUGHTON-PORTAGE TOWNSHIP SCHOOLS

HOUGHTON ELEMENTARY SCHOOL

203 W. Jacker Ave. | Houghton, Michigan 49931

(906) 483-0456 | FAX (906) 487-5941

[www.hpts.us](http://www.hpts.us)

COLE KLEIN – Principal | PATRICK ALDRICH – Assistant Principal

## NOTICE OF VACANCY

### Internal/External Posting

The Houghton-Portage School District is seeking qualified applicants for the following positions for the 2025-2026 school year:

#### Part Time

**Recess/Lunch Supervisor– (15-20 hours per week)**

**Special Education Paraprofessionals - (25 hours per week)**

#### Qualifications:

1. Two years college equivalent coursework or high school diploma and passed state test to meet state and federal requirements.
2. Previous experience working with students with disabilities and/or implementing interventions preferred.
3. Ability to lift approximately 40 lbs.
4. Willingness to commit to working with students with learning & communication difficulties.

#### Performance Responsibilities:

- Assisting Title I Students and/or Students with Disabilities with learning and tasks
- Supervising and Assisting Title I Students and/or Students with Disabilities with Daily Assignments and Interventions
- Assisting Classroom/ Resource Room Teacher/ Title I Teacher with a Wide Variety of Tasks
- Supervising Recess at the beginning of the day

Interested applicants must submit references, resume and a letter of interest to:

Cole Klein, Principal  
Houghton-Portage Twp. Elementary School  
203 W. Jacker Avenue  
Houghton, MI 49931

Email: [cklein@hpts.us](mailto:cklein@hpts.us)

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 7, 2025

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