

## **NOTICE OF VACANCY**

### **Internal/ External Posting**

Houghton-Portage Township School District is seeking qualified candidates for the following positions for the 2022-23 school year:

### **Part- Time MS/ HS Paraprofessional**

**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 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
- Supervising and assisting students with daily tasks and needs

Interested candidates may submit letter of application and resume to:

Ms. Julie Filpus, Principal  
Houghton Middle School  
1603 Gundlach rd  
Houghton, MI 49931

**Deadline:** Monday, August 15, 2022

It is the policy of the Houghton-Portage Township Schools that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability, weight or height, shall be discriminated against in employment, educational programs, or admissions. 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.

August 2, 2022