



## **Holton Public Schools Notice of Intent to Employ**

### **Posting Date**

October 31, 2024 at 3:00 PM

### **Position**

Elementary Paraprofessional

### **Qualifications**

Applicants must possess an associate's degree or higher, or the equivalent of two years of study at a higher institution, or possess acceptable Work Keys® readiness assessment scores, have strong communication skills, and an ability to get along and work with people. The applicant must be punctual, patient, and be extremely knowledgeable in working with elementary aged students. The qualified candidate will be flexible, yet a collaborative team player, and will be a proven and effective communicator with students, parents, and staff.

### **Reports To**

Elementary Principal

### **Essential Functions**

- Able to support and assist students working under the direction of the classroom teacher.
- Able to support the classroom teacher's instruction.
- Able to assist individual and small groups of children in need of special attention.
- Able to assist individual students, as well as small groups with instruction.
- Able to carry out all essential functions of the position as required by the classroom teacher and elementary principal as defined in the job description for the position.

### **Starting Date**

December 2, 2024

### **Hours**

Monday - Friday from 8:45 AM - 3:45 PM (6.50 hours scheduled daily)

**Salary**

As per the current wage schedule contained within the Holton Education Support Personnel Association’s master agreement.

**Application Deadline**

November 14 at 3:00 PM

**Application Instructions**

Internal applicants, please sign below. External candidates, please provide a letter of interest, current resume, copies of college transcripts or high school diploma, and letters of reference to:

Dr. Adam Bayne, Superintendent  
Holton Public Schools  
6500 4<sup>th</sup> Street  
Holton, MI 49425

Signature	Seniority Date	Date / Time

**Approved by Dr. Adam Bayne, Superintendent on October 31, 2024**