



Holton Public Schools Notice of Intent to Employ

Posting Date

March 24, 2025

Position

Summer Learning Program - Instructional Paraprofessional
(up to 8 Positions dependent on enrollment)

Qualifications

Applicants must possess a High School Diploma. Applicants must be able to build positive relationships with students, work collaboratively with teachers and summer program administrators, and understand how to support students.

Reports To

Director of Instructional and Intervention Services, Elementary, and/or Secondary
Principal

Essential Functions

- Provide instructional support to students under the direction of the summer school teacher.
- Assist in reinforcing learning by working with students individually or in small groups.
- Monitor student behavior and assist with classroom management to ensure a positive and safe learning environment.
- Supervise students during transitions, lunch, recess, and other non-instructional times as needed.
- Assist with classroom preparation, including setting up materials and organizing resources.
- Maintain confidentiality and follow school policies and procedures.
- Perform other duties as assigned by the summer school coordinator or building administrator.

Competencies

- Ability to assist students in academic tasks and support diverse learning needs.
- Ability to help maintain a structured and positive learning environment and reinforcing behavioral expectations.
- Ability to work effectively and communicate with teachers, staff, and administrators to support student success.
- Ability to demonstrate understanding and compassion when working with students, particularly those who need additional academic or behavioral support.

Starting Date

June 16, 2025

TERMS OF EMPLOYMENT:

Date	Start Time	End Time
June 16 - June 19	8:00AM	12:00PM
June 23 - June 26	8:00AM	12:00PM
July 7 - July 10	8:00AM	12:00PM
July 14 - July 17	8:00AM	12:00PM
July 21 - July 24	8:00AM	12:00PM
July 28 - July 31	8:00AM	12:00PM

Salary

\$14.50/hour

Internal Candidates:

Signed:	Seniority Date:	Date/Time Signed:

Application Deadline

Thursday, April 3 at 12:00PM

External Candidates: Application Instructions

Please provide a letter of interest, current resume, and references to:

Dr. Adam Bayne, Superintendent
 Holton Public Schools
 6500 4th Street
 Holton, MI 49425

Approved by Dr. Adam Bayne, Superintendent on March 18, 2025.

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