

# HILLMAN COMMUNITY SCHOOLS JOB POSTING / FULL-TIME

## SECONDARY ELECTIVE INSTRUCTIONAL ASSISTANT PARAPROFESSIONAL 2025-2026 School Year

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**Hillman Community Schools** is a small public school with small classes in a professional atmosphere, where integrity is valued and creating a family atmosphere is important. Our school is dedicated to encouraging each individual to achieve his or her personal best within this modest, caring family environment. We are currently recruiting for full-time, **Secondary Elective Paraprofessional**.

### **Duties and Responsibilities:**

- Be enthusiastic, passionate about teaching and caring toward our students.
- Prepare to plan, develop, and teach programs that serve the needs of each individual student.
- Able to continue open communications with parents and colleagues in constructing and maintaining a supportive and motivating team environment.
- Keep accurate and updated records and prepare reports.
- Other duties as assigned by the principal.
- 8:00 a.m. – 3:00 p.m. daily / Monday-Friday

**Duties may also include:** Assist with lunch duty

### **Education and Qualifications:**

- Applicants must be highly qualified under federal Title 1 guidelines (passing ETS parapro test) or be Sub-qualified (60 college credits)
- Applications must include full resume with at least three references  
Hillman Application can be found on our website at  
<https://www.hillmanschools.com/district-office/employment/>
- Secondary school experience preferred.
- Prior office experience preferred.

**Reports to:** Jr/Sr High Principal  
**Posted on:** Thursday April 10, 2025  
**Apply by:** Until position is filled

**Apply to:** **Kayla Nichols, Principal**  
[nicholka@hillmanschools.com](mailto:nicholka@hillmanschools.com) (Emails accepted)  
Hillman Community Schools  
26042 M-32 South  
Hillman, MI 49746  
989-742-4538

*Hillman Community Schools is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.*