

# HARTLAND CONSOLIDATED SCHOOLS

PLEASE POST October 15, 2025

## AFFILIATE INTERNAL / EXTERNAL POSTING

POSITION: Lunchroom/Recess Parapro

BUILDING: Farms Intermediate School

POSTING PERIOD: October 15 - 21, 2025

EFFECTIVE DATE: Immediately Upon Hire

HOURS: 2 hours per day (student days only)  
12:05 to 2:05 pm Monday – Thursday  
11:25 am to 1:25 pm - Friday

WAGE/BENEFITS: A starting wage of \$16.44 per hour, paid time off, paid holidays as outlined in the Hartland Affiliate Association Master Agreement

QUALIFICATIONS/  
RESPONSIBILITIES: See attached job description.

APPLY TO: Send resume to:  
Anna Kulas Rosenthal, Human Resources Director at  
annakulasrosenthal@hartlandschools.us before  
2:00 p.m. on Tuesday, October 21, 2025

Affiliate testing is waived for this position. This position may be combined with other positions in the district as long as the total hours of both positions do not exceed 8 hours per day.

As this external job posting is running concurrently with the INTERNAL posting, all qualified internal candidates will be given priority consideration on the basis of seniority and in accordance to Article VIII of the Affiliate Association Bargaining Agreement.

Internal/External Lunch – FIS 10-25

*It is the policy of Hartland Consolidated Schools that no person shall, on the basis of race, color, national origin, gender (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information or any other legally protected category, (collectively, "protected classes"), be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.*

**HARTLAND CONSOLIDATED SCHOOLS  
HARTLAND, MICHIGAN**

**JOB DESCRIPTION**

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TITLE:</b>                        | <b>Paraprofessional – Lunch/Recess</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>QUALIFICATIONS:</b>               | <ol style="list-style-type: none"><li>1. High school diploma</li><li>2. Proficiency and speed in word processing</li><li>3. Ability to deal with the public tactfully and courteously and work harmoniously with other employees</li><li>4. Demonstrated ability to work with children</li><li>5. Demonstrated ability to supervise children in playground and lunchroom activities</li><li>6. Capable of administering minor first-aid</li></ol>                                                                                                                      |
| <b>REPORTS TO:</b>                   | Building Principal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>PERFORMANCE GOAL:</b>             | Assist in well-organized and functional lunchroom and playground environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>PERFORMANCE RESPONSIBILITIES:</b> | <ol style="list-style-type: none"><li>1. Supervise playground activities (recess) and indoor recess</li><li>2. Supervise lunchroom</li><li>3. Monitor and guide student behavior when necessary and report any flagrant behavior</li><li>4. Administer minor first-aid</li><li>5. Work with students who need special attention</li><li>6. Work with individual and/or small groups of students in development and reinforcement of skills</li><li>7. May be required to work with special needs students</li><li>8. Other related duties as may be assigned</li></ol> |
| <b>TERMS OF EMPLOYMENT:</b>          | Wages and fringe benefits in accordance with the H.A.A. Agreement with the Board of Education of the Hartland Consolidated Schools                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>EVALUATION:</b>                   | In accordance with the H.A.A. Agreement with the Board of Education of the Hartland Consolidated Schools                                                                                                                                                                                                                                                                                                                                                                                                                                                               |