HARTLAND CONSOLIDATED SCHOOLS

PLEASE POST October 29, 2026

AFFILIATE EXTERNAL POSTING

POSITION:	Lunchroom/Recess Parapro
BUILDING:	Round Elementary School
POSTING PERIOD:	October 29, 2026, until filled
EFFECTIVE DATE:	Upon hire
HOURS:	2 hours, 15 min per day (student days only) 10:40 am to 12:55 pm
WAGE/BENEFITS:	A starting wage of $17.10 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

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.

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

TITLE: **Paraprofessional – Lunch/Recess**

QUALIFICATIONS:

1. High school diploma
2. Proficiency and speed in word processing
3. Ability to deal with the public tactfully and courteously and work harmoniously with other employees
4. Demonstrated ability to work with children
5. Demonstrated ability to supervise children in playground and lunchroom activities
6. Capable of administering minor first-aid

REPORTS TO: Building Principal

PERFORMANCE GOAL: Assist in well-organized and functional lunchroom and playground environment

PERFORMANCE RESPONSIBILITIES:

1. Supervise playground activities (recess) and indoor recess
2. Supervise lunchroom
3. Monitor and guide student behavior when necessary and report any flagrant behavior
4. Administer minor first-aid
5. Work with students who need special attention
6. Work with individual and/or small groups of students in development and reinforcement of skills
7. May be required to work with special needs students
8. Other related duties as may be assigned

TERMS OF EMPLOYMENT: Wages and fringe benefits in accordance with the H.A.A. Agreement with the Board of Education of the Hartland Consolidated Schools

EVALUATION: In accordance with the H.A.A. Agreement with the Board of Education of the Hartland Consolidated Schools