HARTLAND CONSOLIDATED SCHOOLS

PLEASE POST
October 29, 2026

AFFILIATE INTERNAL/EXTERNAL POSTING

POSITION:	TEMPORARY VACANCY FOR DISTRICT-WIDE PARAEDUCATOR
BUILDING:	Lakes Elementary School
POSTING PERIOD:	October 29, 2026 until filled
EFFECTIVE DATE:	Upon hire
HOURS:	7 hours, 10 minutes per day 8:50 am until 4:00 pm
BARGAINING UNIT:	Hartland Affiliate Association
WAGE/BENEFITS:	As outlined in the Hartland Affiliate Association Master Agreement
APPLY TO:	Interest in the position must be emailed to: Anna Kulas Rosenthal, Human Resources Director at annakulasrosenthal@hartlandschools.us

This opening came about due to a LOA and will run through the remainder of the 26-27 school year. Affiliate testing is waived for this position. Any training needed will be provided for the person who is awarded the assignment.

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: **PARAEDUCATOR**

QUALIFICATIONS:

1. High school diploma
2. Ability to deal with the public tactfully and courteously and work harmoniously with other employees
3. Demonstrated ability to work with children
4. Ability to effectively and efficiently correct student work
5. Capable of administering minor First-Aid, including Heimlich maneuver
6. Capable of maneuvering activities and lifting
7. Capable of aiding students in performing daily living activities
8. Capable of performing non-violent crisis management
9. Demonstrated ability to deal with highly confidential information in a professional manner
10. Experience with Special Education programs preferred

REPORTS TO: Building Principal

PERFORMANCE GOAL: Assist multi-handicapped student(s) in educational setting with both general education and special education

PERFORMANCE RESPONSIBILITIES:

1. Aide teachers in preparing and reproducing student material, and checking student work
2. Aide classroom teacher in carrying out individual student's educational programs
3. Supervise and aid student(s) bus arrival and departure at school; ride bus with student when needed
4. Perform minor clerical duties, which could include typing, filing, using copy machine, and computers
5. Perform daily living skills activities such as feeding, diapering, suctioning, cathing, etc.
6. Perform maneuvering activities such as transferring, lifting, etc.
7. Attend class with the student(s)
8. Provide some tutorial assistance to the student(s)
9. Work with individual and/or small groups of students in development and reinforcement of skills or behavioral management
10. Administer minor First-Aid
11. 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

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