

HARTLAND CONSOLIDATED SCHOOLS

PLEASE POST December 17, 2025

AFFILIATE EXTERNAL POSTING

POSITION: Career Center Paraprofessional

BUILDING(S): Hartland High School

POSTING PERIOD: December 17, 2025, until filled

EFFECTIVE DATE: Upon hire

HOURS: 20 hours per week

BARGAINING UNIT: Hartland Affiliate Association

QUALIFICATIONS: Applicant must pass the Affiliate Test at the Secretary II level

RESPONSIBILITIES: See attached job description.

APPLY TO: Interest in the position must be emailed to:

Anna Kulas Rosenthal, Human Resources Director at
annakulasrosenthal@hartlandschools.us

Career Center Paraprofessional 12-25 - ext

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:

Career Center Paraprofessional

QUALIFICATIONS:

1. High school diploma
2. Proficiency in word processing / data entry
3. Must have passed current required affiliate testing at secretary II level
4. Computer knowledge/experience, including Google Docs, Google Sheets and Forms, Word, Excel, Smart, Internet, email, etc.
5. Working knowledge of basic office procedures
6. Ability to greet people, work with the public, faculty and district staff in a courteous manner
7. Proficient in using various types of office machines, such as, but not limited to scanner, copier, postage meter
8. Experience with MiSTAR software preferred
9. Demonstrated ability to work with children

REPORTS TO:

Building Principal

DUTIES /

RESPONSIBILITIES:

1. Act as receptionist
2. Answer incoming telephone calls and route to proper recipient
3. Operate computer equipment efficiently
4. Process and input data as necessary
5. Perform minor clerical duties
6. Coordinate and promote university and college visits
7. Recruit student participation
8. Schedule and coordinate EDP's for all students
9. Coordinate on-line testing for DECA
10. Coordinate college/career readiness field trips
11. Assist with state testing
12. Proctor and/or read testing, as needed
13. Communicate with LESA and coordinate bi-annual job shadow days, youth employment fair, Discover Days Healthcare field trip and completion of CTE surveys, working with LESA
14. Complete student work permits
15. Coordinate lunchroom visits and student meetings with military branches, providing required student information
16. Support counseling programs
17. Responsible for senior survey creation, administration, and follow-up
18. Responsible for coordinating ASVAB testing and results feedback
19. Proctor the "ASE" student certification on-line testing
20. Oversee the Career Center lab
21. Perform other duties as assigned

WORK HOURS:

20 hours per week (schedule TBD depending on duties for the week)

TERMS OF EMPLOYMENT:

Salary and work year schedule to be in accordance with the HAA Agreement with the Board of Education of the Hartland Consolidated Schools.

EVALUATION:

In accordance with the HAA Agreement with the Board of Education of the Hartland Consolidated Schools