

**POSITION OPENING – PARAPROFESSIONAL  
HURON COUNTY SIGEL TWP SD # 3F (ADAMS) SCHOOL**

Posting Date: Tuesday, July 22, 2025  
Position: One (1) Part-time Self-Contained Paraprofessional for the **2025-26** School Year  
Closing Date: Monday, August 4, 2025

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent
- Experience working with children preferred
- Strong communication and teamwork skills
- Ability to follow directions and support instructional goals
- Physically and mentally capable of rigorous work (capable of sitting on the floor, standing, and sitting for extended times, and lifting or pushing a minimum of 40 pounds)
- Pass and maintain the School Employment background check

**ESSENTIAL DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:**

The paraprofessional provides instructional and non-instructional support to students under the direction and supervision of certified staff. This individual works collaboratively to foster a positive, inclusive, and supportive learning environment that promotes student growth and independence. The paraprofessional plays a key role in assisting with academic activities, behavior management, and personal care tasks as needed, helping ensure each student's success within the school setting.

- Maintain a calm demeanor when dealing with a crisis/violent situation
- Maintain full compliance with legal requirements and documentation
- Demonstrate the ability to work without direct supervision
- Use technology to support learning and have the skills to research effectively, including the use of the Internet for research, Google Applications, Microsoft Word/Excel, and other educational software and programming
- Participate in professional development opportunities and demonstrate a commitment to continuous learning
- Regular and consistent in-person attendance
- Sanitation of the room and equipment
- Any other duties assigned by the Teacher(s), Board of Education or the Superintendent

**TERMS OF EMPLOYMENT:**

- Monday through Friday from 7:30 a.m. to 12:30 p.m.
- Non-union position, \$ 15 - \$ 17 an hour, based on experience
- Retirement through the Michigan Office of Retirement Services (MPERS)

Please send a letter of application and resume to:

Julie Toner, Human Resources  
[jtoner@huronisd.org](mailto:jtoner@huronisd.org)

OR

Julie Toner  
1299 S. Thomas Rd., Ste. 1  
Bad Axe, MI 48413

**STATEMENT OF ASSURANCE**

It is the policy of the Sigel Twp SD # 3F not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic in its programs, activities, or employment. Inquiries regarding this nondiscrimination policy should be directed to the Superintendent, Huron Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan 48413; (989) 269-6406.