



**Harbor Springs
Public Schools**

Excellence in Character
Excellence in Education

Internal/External Posting

Notice of Vacancy

PRESCHOOL PARA-PROFESSIONAL
(29.75 HOURS PER WEEK)

LOCATION	Blackbird Elementary School
HOURS	Monday—Friday (detailed schedule TBD)
STARTING DATE	2024-25 School year
RATE OF PAY	Salary dependent on credentials—\$13.89-\$21.64 per hour
BENEFITS	Vision Insurance and LTD
REQUIREMENTS	<ul style="list-style-type: none">• Must have one of the following or willingness to obtain:<ul style="list-style-type: none">-Associates degree (AA) in early childhood education or child development or the equivalent-Valid Center-Based Preschool CDA credential• Experience in working with groups of young children• Respects the value of confidentiality and integrity• Has the ability to adapt classroom activities to the capabilities of the students• Assist with large or small groups or individual students• Shows initiative, but is also willing to take and follow directions• Works cooperatively with others• Has a positive attitude toward job and clientele• Conducts him-or/herself in a professional and ethical manner• At least eighteen (18) years of age; general good health, vision, and hearing; knowledge of first aid and CPR desirable
CONTACT	Send relevant information to: Nathan Fairbanks, Principal Blackbird Elementary School 421 East Lake Street Harbor Springs, Michigan 49740 Telephone (231) 526-4600 Email: nfairbanks@harborps.org
APPLICATION DEADLINE	May 8, 2024 or until filled

Applications may be picked up at the Superintendent's Office, Monday through Friday from 8:00 a.m. to 4:30 p.m. or online at www.harborps.org/about/employment.

Posting Date—April 22, 2024