



**Harbor Springs  
Public Schools**

Excellence in Character  
Excellence in Education

## Internal Posting

### Notice of Vacancy

# INSTRUCTIONAL PARA-PROFESSIONAL (MATH)

<b>LOCATION</b>	Middle School
<b>HOURS</b>	Monday—Friday (approx. 7:45am - 3:15pm)
<b>STARTING DATE</b>	2024-25 School year
<b>RATE OF PAY/BENEFITS</b>	As established by Master Support Contract
<b>REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Math certification and experience preferred</li><li>• Ability to facilitate and lead small group instruction to meet diverse student needs</li><li>• Assist with large group instruction</li><li>• Respect the value of confidentiality and integrity</li><li>• Show initiative while also willing to take and follow directions</li><li>• Work cooperatively and communicate effectively</li><li>• Conduct him or herself in a professional and ethical manner</li><li>• Other duties as needed/assigned</li></ul>
<b>CONTACT</b>	Send email or letter of interest to: hkeiser@harborps.org Heather Keiser, Principal 800 State Rd. Harbor Springs, MI 49740
<b>APPLICATION DEADLINE</b>	August 1, 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](http://www.harborps.org/about/employment).

**Posting Date—July 18, 2024**