



**Harbor Springs  
Public Schools**

Excellence in Character  
Excellence in Education

## Internal/External Posting

### Notice of Vacancy

# PARA-PROFESSIONAL

(26 HOURS PER WEEK)

<b>LOCATION</b>	Blackbird Educational Center
<b>HOURS</b>	Monday—Thursday (8:00am-2:30pm)
<b>STARTING DATE</b>	As soon as possible
<b>RATE OF PAY</b>	Starting at \$16.89/hr
<b>BENEFITS</b>	Vision Insurance and LTD
<b>REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Experience in working with groups of young children</li><li>• Respects the value of confidentiality and integrity</li><li>• Has the ability to adapt classroom activities to the capabilities of the students</li><li>• Assist with large or small groups or individual students</li><li>• Shows initiative, but is also willing to take and follow directions</li><li>• Works cooperatively with others</li><li>• Has a positive attitude toward job and clientele</li><li>• Conducts him-or/herself in a professional and ethical manner</li><li>• At least eighteen (18) years of age; general good health, vision, and hearing; knowledge of first aid and CPR desirable</li></ul>
<b>CONTACT</b>	Send relevant information to: Sadie Riley, Child Care Director Blackbird Educational Center 421 East Lake Street Harbor Springs, Michigan 49740 Telephone (231) 526-4656 Email: <a href="mailto:sriley@harborps.org">sriley@harborps.org</a>
<b>APPLICATION DEADLINE</b>	Tuesday, October 8, 2024—4:00 pm 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—October 1, 2024**

800 State Road, Harbor Springs, MI 49740 | Tel. 231.526.4545 | Fax 231.526.4544 | [www.harborps.org](http://www.harborps.org)