

HARTLAND CONSOLIDATED SCHOOLS

PLEASE POST September 22, 2020

AFFILIATE EXTERNAL POSTING

POSITION: Lunchroom Parapro

BUILDING: Hartland Middle School at Ore Creek

POSTING PERIOD: September 22 - 28, 2020

EFFECTIVE DATE: September 29, 2020

HOURS: 2 hours per day - 10:45 A.M. – 12:45 P.M.
(student days only)

BARGAINING UNIT: Hartland Affiliate Association

QUALIFICATIONS: See attached job description.

RESPONSIBILITIES: See attached job description.

APPLY TO: Interest in the position must be emailed to both:
Scott VanEpps, Assistant Superintendent of Personnel &
Student Services at scottvanepps@hartlandschools.us
AND
Karen Ellis, Personnel Coordinator at karenellis@hartlandschools.us
before 2 p.m. on Monday, September 28, 2020

Any needed training will be provided for the person who is awarded this position.

Typing and written tests are waived for this position. This position may be combined with other positions in the district as long as the total hours of both positions do not exceed 8 hours per day.

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

JOB DESCRIPTION

TITLE:	Paraprofessional – Lunch/Recess
QUALIFICATIONS:	<ol style="list-style-type: none">1. High school diploma2. Proficiency and speed in word processing3. Ability to deal with the public tactfully and courteously and work harmoniously with other employees4. Demonstrated ability to work with children5. Demonstrated ability to supervise children in playground and lunchroom activities6. Capable of administering minor first-aid
REPORTS TO:	Building Principal
PERFORMANCE GOAL:	Assist in well-organized and functional lunchroom and playground environment
PERFORMANCE RESPONSIBILITIES:	<ol style="list-style-type: none">1. Supervise playground activities (recess) and indoor recess2. Supervise lunchroom3. Monitor and guide student behavior when necessary and report any flagrant behavior4. Administer minor first-aid5. Work with students who need special attention6. Work with individual and/or small groups of students in development and reinforcement of skills7. May be required to work with special needs students8. Other related duties as may be assigned
TERMS OF EMPLOYMENT:	Wages and fringe benefits in accordance with the H.A.A. Agreement with the Board of Education of the Hartland Consolidated Schools
EVALUATION:	In accordance with the H.A.A. Agreement with the Board of Education of the Hartland Consolidated Schools