

# POSITION OPENING – PARAPROFESSIONAL

## BIG BURNING (COLFAX #1F) HURON COUNTY RURAL SCHOOL

Posting Date: Thursday, August 20, 2026  
Position: One (1) Part-time Self-Contained K-8 Rural School Paraprofessional  
Posting Closing Date: Saturday, September 5, 2026, or until filled  
Position Start Date: Upon completion of the hiring process

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Degree (GED)
- High moral character and regular in-person attendance required
- Physically and mentally capable of rigorous work (capable of sitting on the floor, standing, and sitting for extended periods, and lifting or pushing a minimum of 50 pounds)
- Pass and maintain School Employment background check

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

Provides instructional, supervisory, and general student support under the direction of the classroom teacher. The anticipated schedule is Tuesday through Thursday, 5 hours per day, for a total of 15 hours per week.

- Experience working with K-8 students, preferred
- Assist in small group and individualized instruction per teacher guidance
- Reinforce objectives and concepts introduced by the teacher
- Assist teacher in the management of classrooms, learning centers, and student behavior
- Demonstrate flexibility when working with staff, students, and parents
- Demonstrate the ability to work without direct supervision and work within a team setting
- Assist the teacher in keeping students focused and "on task"
- Maintain a calm demeanor when dealing with a crisis/violent situation
- Demonstrate a diverse skill set that supports a variety of placements or changes in assignments
- Understanding and awareness of medical and other needs of students
- Assist and follow through with positive behavior management supports
- Sanitation of room and equipment
- Participate in professional development and demonstrate a commitment to continuous learning
- Ability to 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
- Any other duties the Teacher, Board of Education, or Superintendent assigns

**TERMS:** Non-union, FLSA Non-Exempt, \$ 18/hour. No benefits are provided. Retirement through the Michigan Office of Retirement Services (ORS).

Please send a letter of application, resume, and professional references to:

Big Burning School  
[bigb@hcrschools.com](mailto:bigb@hcrschools.com)

### STATEMENT OF ASSURANCE

It is the policy of the Colfax #1F – Big Burning not to discriminate on the basis of race, color, religion, national origin or ancestry, sex (sexual orientation and gender identity), gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs, activities, or employment. Direct inquiries about this nondiscrimination policy to the Superintendent, Huron Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan 48413; (989) 269-6406.