

**POSITION OPENING
HARBOR BEACH COMMUNITY SCHOOLS
402 S. FIFTH STREET
HARBOR BEACH, MI 48441**

POSTING DATE: August 31, 2026

POSITION: Elementary Paraprofessional Job Posting

JOB DESCRIPTION: The paraprofessional will assist in the instruction and supervision of students in specific assignments and actively plan and prepare to meet program and student needs in collaboration with Certified Teachers and other program staff.

- Works well within a variety of teams
- Maintain confidentiality at all times
- Communicate professionally and build positive relationships with students, staff, administrators, parents, and community agency personnel
- Be polite, courteous, and tactful
- Assist in maintaining weekly classroom communication with families (example; newsletters, web page updates, and/or other forms of communication).
- Demonstrate effective planning and organization for instruction in collaboration with teacher and assistant teacher team
- Motivate students to achieve at their highest level of ability and potential through classroom activities, relationships, participation, and feedback
- Provide a positive classroom atmosphere based on the principles of firm, fair, and consistent practices, respect for individual children, and the development of responsible citizenship
- Utilize formative assessment to guide instruction and communicate with parents ● Partner with parents in the education of their children
- Attend special education meetings when necessary
- Have knowledge and skills working with at-risk and special education students and their families
- Other responsibilities as deemed appropriate by supervisor

TERMS OF EMPLOYMENT: Wage, benefits, and schedule to be determined

APPLY TO: Email letter of application, resume and any credentials to:

Matthew Quintano, Elementary Principal

hr@hbpirates.org

DEADLINE: September 11, 2026 or until filled