Hancock Public Schools

SUPERINTENDENT Chris Salani **MS/HS PRINCIPAL** Mollie Trewartha **BARKELL ELEMENTARY PRINCIPAL** Karen Eddy

Title: **Part-time Elementary Paraprofessional Aide**

Position Summary: **The Elementary School Paraprofessional provides instructional, behavioral, and supervisory support to students in a safe, positive, and inclusive learning environment.**

Duties and Responsibilities:

- Provide instructional support to individual students and small groups.
- Assist students in developing academic, behavioral, social, and organizational skills.
- Supervise students during arrival, recess, lunch, dismissal, field trips, and other school activities.
- Help maintain a safe, respectful, and positive learning environment.
- Perform other duties as assigned by the Building Principal.

Qualifications:

- High school diploma required; two-year college degree or equivalent college credits preferred.
- Ability to build positive relationships with elementary-aged students.
- Strong communication, interpersonal, and teamwork skills.
- Ability to follow direction while demonstrating initiative and sound judgment.
- Dependable, patient, professional, and able to maintain confidentiality.
- Flexible and willing to adapt to changing assignments based on student, staffing, and building needs.

Hours: Afternoon shift 3–3.5 hours per day

Interested candidates can apply to:

Mrs. Karen Eddy
1201 N Elevation St.
Hancock, MI 49930
keddy@hancockps.org

Posting Date: November 5, 2026
Application Deadline: Open until filled.