



HOUGHTON-PORTAGE TOWNSHIP SCHOOLS

HOUGHTON ELEMENTARY SCHOOL
203 W. Jacker Ave. | Houghton, Michigan 49931
(906) 483-0456 | FAX (906) 487-5941
www.hpts.us

COLE KLEIN – Principal | PATRICK ALDRICH – Assistant Principal

NOTICE OF VACANCY Internal/ External Posting

The Houghton-Portage School District is seeking qualified applicants for the following positions beginning immediately:

Full Time Paraprofessional Elementary Special Education

Qualifications:

1. High School Diploma required.
2. Previous experience working with students with disabilities and/or implementing interventions preferred.
3. Ability to lift approximately 40 lbs.
4. Willingness to commit to working with students with learning & communication difficulties.

Performance Responsibilities:

- Assisting Students with Disabilities with academic and behavioral supports
- Supervising and Assisting Students with Disabilities with daily assignments and interventions
- Assisting Classroom/ Resource Room Teacher with a wide variety of tasks
- Supervising recess in the morning and student pick-up in the afternoon

Interested applicants must submit references, resume and a letter of interest to:

Cole Klein, Principal
Houghton-Portage Twp. Elementary School
203 W. Jacker Avenue
Houghton, MI 49931

Email: cklein@hpts.us

Deadline: Until Filled (First review of applicants Monday – April 20, 2026)

The Houghton-Portage Township School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. Questions or concerns regarding the non-discrimination policies should be directed to Mrs. Sara Marcotte, Business Manager, Houghton-Portage Township School District, 1603 Gundlach Road, Houghton, MI 49931 (906) 482-0450.

April 13, 2026

“Your public school system; there is no better place to learn.”