

FROM: Michael Seaman, Superintendent

DATE: September 9, 2026

SUBJECT: Position Vacancy Postings: Paraprofessional - (other duties as assigned)

The following positions are hereby posted as vacant:

CLASSIFICATION: Paraprofessional– 32 hours per week

LOCATION: Elementary School

JOB DESCRIPTION: Support Students Behavior/Academics in the classroom (other duties assigned)

QUALIFICATIONS:

- Education:
  - High School Diploma
  - **(Preferred)** At least two years of study at an institution of higher education (equal to 60 semester hours) – preferred in the field of Education.
- Strong computer skills with ability to demonstrate working with Word, Excel, PowerPoint presentations
- Excellent written and oral communications skills
- Ability to supervise and work well with young children of all ability levels.
- Ability to be pleasant—but firm—with children.
- Ability to work well with teachers, administrators
- Ability to work independently
- Must be able to successfully pass background check

APPLICATION

DEADLINE: September 25, 2026 or until filled

Anyone who is interested in applying should do so in writing by 3:00 p.m. on the deadline date above to: [cheryl.rayl@mayvilleschools.org](mailto:cheryl.rayl@mayvilleschools.org)

Cheryl Rayl, Elementary Principal  
Mayville Elementary  
Mayville Community Schools