

JOB POSTING
INTERNAL/EXTERNAL

FROM: Michael Seaman, Superintendent

DATE: September 3, 2026

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

The following positions are hereby posted as vacant:

CLASSIFICATION: Paraprofessional– up to 32 hours per week

LOCATION: MS/HS 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 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 18, 2026

Staff who are interested in applying should do so in writing by 3:00 p.m. on the deadline date above to:

Jenna Tetil, MS/HS Principal
Mayville Middle/High School
Mayville Community Schools