

Notice of Vacancy

Houghton-Portage Twp. School District is seeking qualified candidates for the following positions:

After School Care Instructors

(3:00 pm – 5:30 pm)

Description and Qualifications:

Houghton Elementary School is now accepting applications for instructor positions with the after school program. We offer a variety of activities daily for students, such as art and board games, crafts, legos, hotwheels, gym games, outdoor games, etc. We are seeking individuals who would be interested in leading activities and supervising students. Must be available for at least the first semester of the 2025/26 school year. Training and orientation available now.

Applicants must be at least 18 years of age and possess good communication and interpersonal skills. Leadership and education experience is preferred. All staff will be required to have an initial TB test, Livescan Fingerprints and Morpho Fingerprints taken as a condition of employment. After working two pay periods, reimbursement for the fingerprints will be paid. Competitive wage.

Interested candidates may submit a letter of application and resume to:

Mrs. Amy Forsell
Houghton Elementary School
203 West Jacker Avenue
Houghton, MI 49931

Or to:

aforsell@hpts.us

Deadline: May 1, 2025

It is the policy of the Houghton –Portage Township Schools that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability, weight or height, shall be discriminated against in employment, educational programs, or admissions. 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.