MANHATTAN PUBLIC SCHOOLS

VACANCY ANNOUNCEMENT

JOB TITLE:
Middle School Special Education Paraprofessional - Part-Time

COMPENSATION:
$18.33 - $20.33 hourly, depending on certification

POSTING DATE:
8/25/2026

POSITION SUMMARY:
Will work with special education middle school students to support students' daily needs in the classroom and throughout the school day and assist in management and shaping of student behavior through use of positive reinforcement strategies. Assists in supervision of special education students in the classroom, on study trip activities, on the playground, and in bus duty, as directed. Duties will vary depending on student needs.

DESIRED MINIMUM QUALIFICATIONS:
Completion of at least two years of study at an institute of higher education; obtain an associate or higher degree or meet a rigorous standard of quality. Successful applicants will have knowledge of general concepts of child growth, development, and behavior characteristics in special education programs assigned and will be able to handle stressful situations and maintain confidentiality of employment and student matters.

REPORTING RELATIONSHIP:
Reports to the building level Principal and the Special Education Teacher.

TERMS OF EMPLOYMENT:
1. Part-Time, school-year position, approximately 16 hours per week during the school year, 12pm-4:15 pm Monday thru Thursday, based on a 4-day school week.
2. Position qualifies for $2.00 certification differential, if certified Special Education Technician or Registered Behavior Technician or Masters degree in any district approved field relevant to position
3. 157-Day contract, including 5 paid holidays.
4. Vacation and Sick Leave are earned pursuant to Montana Law.
5. Position qualifies for insurance and retirement benefits.

CLOSING DATE:
Open Until Filled

EQUAL EMPLOYMENT OPPORTUNITY:
Manhattan School District #3 is an equal opportunity employer and does not discriminate in regards to race, color, religion, nationality, sex, age, marital status, or disability.

APPLICATION PROCEDURE:
Complete a classified application which is available on the school website www.rollontigers.org/employment or in the Manhattan School District Office. Please submit your application to the Manhattan District Office, or you may email or mail your documents. Please address all documents to Kristie Pierce, Special Education Director. Upon recommendation for hire, candidates will be provided a packet of payroll forms to include a fingerprint background check.

CONTACT INFORMATION:
Email all application materials to info@mhstigers.org or mail to Manhattan School District Office, Attn: Kristie Pierce, PO Box 425, Manhattan, MT 59741.