Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Support Staff – Health Care Paraprofessional - Middle School

October 21, 2026

Job Summary:

Under the direction of the administrators, the paraprofessional is responsible for providing healthcare support to middle school students

Qualifications:

Required:

A. Must possess excellent written and verbal communication skills and proven organizational skills
B. Demonstrated success as a collaborator and proven team player
C. Demonstrated successful communication skills with students, staff, parent and community

Desired Characteristics:

A. Previous experience working with children with health care needs
B. CPR & first aid certified or willing to be certified
C. Experience using technology
D. Knowledge of diabetes or willing to be trained

Duties:

A. Assist with hygiene routines and bathrooming or toileting needs
B. Ability to perform health care procedures as directed by IEP and student health plan
C. Assist middle school student in classroom
D. Basic first aid, assist giving medications & assist with diabetic related care
E. Maintain student information
F. Work independently and cooperatively with administrators and teachers
G. Ability to plan and organize; good work habits
H. Lift & transport items in and out of equipment, lift items up to 50 #
I. Willing to participate in professional development
J. Perform other duties as assigned by administration

STATEMENT OF NONDISCRIMINATION

The 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, in its programs and activities, including employment opportunities.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: Open Until Filled
Start Date & Hours: ASAP, M-F: 7:00 a.m. to 2:30 p.m.
Salary: $18.74 per hour
Apply To: Candidates who are qualified and wish to be considered for this position must submit a Red Rover online application at www.gulllakecs.org that includes a letter and resume.
Questions: Contact - Deanne Austin, Assistant Human Resources, 269-548-3417 or daustin@gulllakecs.org