





# H O P K I N S P U B L I C S C H O O L S

## AT A GLANCE

### M I S S I O N

Inspiring and empowering students to develop character and skills to pursue future successes.

### K E Y F A C T S

**1,426**

STUDENTS IN  
THE DISTRICT

FOUNDED IN

**1844**

SCHOOLS IN  
DISTRICT

HOPKINS ELEMENTARY  
SYCAMORE ELEMENTARY  
HOPKINS MIDDLE SCHOOL  
HOPKINS HIGH SCHOOL

**97** TEACHERS

**91** SUPPORT  
STAFF

#### EXTRACURRICULARS:

FFA  
ROBOTICS  
MUSICAL  
ELEMENTARY CHOIR  
MIDDLE SCHOOL ART  
CLUB  
QUIZ BOWL

**47**

ATHLETIC  
TEAMS IN  
DISTRICT

**57%**

CURRENT 11TH AND 12TH  
GRADES ATTENDING  
CAREER TECH CENTER

PROGRESS  
MONITORING  
TOOLS:

K-8 NWEA  
9-11 SAT SUITE

**19.5 MILLION**  
ANNUAL BUDGET

**30%**

STUDENTS QUALIFY FOR  
FREE/REDUCED LUNCH

AVERAGE # OF  
YEARS FOR HPS  
TEACHING STAFF:

**11.28**

**\$22,100**

AMOUNT OF LOCAL  
SCHOLARSHIPS  
PROVIDED TO  
SENIORS LAST YEAR



## INTERNAL/EXTERNAL JOB POSTING

### HOPKINS PUBLIC SCHOOLS

400 Clark Street  
Hopkins, MI 49328  
269-793-7261  
FAX 888-557-7919  
[www.hpsvikings.org](http://www.hpsvikings.org)

### HOPKINS HIGH SCHOOL

333 Clark Street  
Hopkins, MI 49328  
269-793-7616

### HOPKINS MIDDLE SCHOOL

215 Clark Street  
Hopkins, MI 49328  
269-793-7407

### HOPKINS ELEMENTARY SCHOOL

400 Clark Street  
Hopkins, MI 49328  
269-793-7286

### SYCAMORE ELEMENTARY SCHOOL

2163 142<sup>nd</sup> Avenue  
Dorr, MI 49323  
616-681-9189

## Middle School Media Center Paraprofessional

### REPORTS TO AND EVALUATED BY

- Building Principal

### DESIRED QUALIFICATIONS

- Associate's Degree preferred.
- Desire to work with all aged students.
- Demonstrated record of punctuality and reliable attendance.
- Self motivated and able to work independently.

### RESPONSIBILITIES

- Management of Media Center Library.
- Management of HMS Conference room and calendar check-out.
- Management/Supervision of NWEA and State Testing Make up tests.
- Management of HMS media posts via Facebook and HMS Newsletter.
- Management of daily scrolling announcements.
- Working with teaching staff to arrange for book checkout.
- Management of Media center copier and laminator.
- Supervise HVA students when applicable.
- Duties to be assigned.

### POSITION DETAILS

- 4.5 hours/day, 22.5 hrs/week
- Compensation/benefits as detailed in the current paraprofessional master agreement

### APPLICATION PROCEDURES

- **EXTERNAL candidates**  
Please visit [www.hpsvikings.org](http://www.hpsvikings.org) and use the APPLITRACK online application process found under District -> Job Postings
- **INTERNAL Candidates:**  
Send resume and letter of interest to Scott Stockwell, HMS Principal

### POSTING DATE

November 3, 2025

### APPLICATION DEADLINE

November 17, 2025

*The Hopkins Public School District Board of Education complies with all federal and state laws prohibiting discrimination on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent of Schools, Hopkins Public Schools 400 Clark Street, Hopkins, MI 49328 Phone: (269) 793-7261*