

**FRUITPORT COMMUNITY SCHOOLS  
NOTICE OF INTENT TO EMPLOY**

**DEPARTMENT:** Special Education  
**LOCATION:** Beach Elementary  
**POSITION:** Instructional Assistant MOCI Classroom

**QUALIFICATIONS:**

- High school diploma or equivalent required.
- Associates Degree or successful completion of the WorkKeys Assessment.
- Experience with children with disabilities.

**RESPONSIBILITIES:**

- Assist students with daily living skills, including but not limited to: eating, personal hygiene, toileting, communication, mobility, and any other healthcare needs.
- Ability to lift and/or support with the physical transfer of students.
- Carry out instructional plans of the teacher with individual children or small groups.
- Supervise children getting on and off the bus, in hallways, on community outings, and in special activities in and outside of the school building.
- Assist with any necessary data collection or documentation.
- Ability to carry out plans developed by the teacher, occupational therapist, speech and language pathologist or other professionals involved.
- Perform other duties as assigned by the building principal or special education supervisor.
- Knowledge of and ability to implement Positive Behavioral Interventions and Supports.

**DAYS/HOURS:** Monday – Friday, 7 hours a day

*Internal candidates* interested in applying for this position may do so by emailing a letter of interest to ESU Special Education Director, Greg Bodrie.

*External candidates* may apply electronically by clicking on the Employment link under the Department tab on our district website at [www.fruitportschools.net](http://www.fruitportschools.net).

**DATE OF POSTING:** April 23, 2024

**DATE POSTING ENDS:** Until Filled

Fruitport Community Schools | 3255 East Pontaluna Rd. | Fruitport, MI 49415 | 231-865-4001  
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