

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

DEPARTMENT: Special Education

LOCATION: Edgewood Elementary ASD Classroom

POSITION: Instructional Assistant

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 Supervisor, Kathrine Houseman, 3255 E. Pontaluna Rd. Fruitport, MI 49415.

External candidates may apply electronically by clicking on the Employment link under the Department tab on our district website at www.fruitportschools.net.

DATE OF POSTING: March 25, 2024

DATE POSTING ENDS: Until Filled