

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

DEPARTMENT: Special Education (Eastern Service Unit)

LOCATION: Edgewood Elementary

POSITION: Instructional Assistant LRE

QUALIFICATIONS:

- High school diploma or equivalent required.
- Associate's Degree or successful completion of the WorkKeys Assessment.
- Experience or willingness to support children with disabilities.

RESPONSIBILITIES:

- Assist students with daily living skills, organizing and using school materials, attending to tasks, and supporting communication needs.
- Ability to lift and/or support 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, start and end time TBD
7 hours/day (5.5 hours/day on delayed start Wednesdays)

Internal candidates interested in applying for this position may do so by sending a letter of interest to ESU Director Greg Bodrie, 3255 E. Pontaluna Rd, Fruitport, MI 49415.

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

DATE OF POSTING: June 5, 2024

DATE POSTING ENDS: Until Filled