

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

**DEPARTMENT:** Special Education

**LOCATION:** Fruitport High School – MOCI 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.
- 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 teacher with record keeping responsibilities.
- Assist teacher with preparation of materials.
- Perform other duties as assigned by the classroom teacher.
- Knowledge of and ability to implement Positive Behavioral Interventions and Supports.
- Attendance is an essential function of this position.
- Be trained or agree to be trained in Therapeutic Crisis Intervention (TCI) and maintain certification.

**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 Department tab on our district website at [www.fruitportschools.net](http://www.fruitportschools.net).

**DATE OF POSTING:** July 1, 2024

**DATE POSTING ENDS:** Until Filled