

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

**POSITION:** Instructional Assistant

**LOCATION:** High School

**QUALIFICATIONS:**

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

**RESPONSIBILITIES:**

- Knowledge of and ability to implement Positive Behavior Support Plans and follow building expectations.
- Assist with record keeping responsibilities.
- Assist with preparation of materials.
- 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 students with daily living skills, including but not limited to: eating, personal hygiene, toileting, communication, mobility.
- Perform other duties as assigned by the classroom teacher or administration.

**DAYS/HOURS:** Monday – Friday, start and end time TBD

*Internal candidates* interested in applying for this position may do so by sending a letter of interest to Principal, Lauren Chesney, 357 N. Sixth Ave. Fruitport, MI 49461

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

**DATE OF POSTING: November 17, 2023**

**DATE POSTING ENDS: Until Filled**

Fruitport Community Schools | 3255 East Pontaluna Rd. | Fruitport, MI 49415 | 231-865-4001  
The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status ancestry, genetic information or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.