

**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.

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.

DATE OF POSTING: November 7, 2023

DATE POSTING ENDS: Until Filled