

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

DEPARTMENT: Special Education

LOCATION: Edgewood Elementary

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 Special Education Director, Greg Bodrie.

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 17, 2022

DATE POSTING ENDS: Until Filled