

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

POSITION: Instructional Assistant

LOCATION: Shettler Elementary

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 assist students who are using a positive behavior support plan.
- Ability to learn and utilize technology to help students with disabilities.
- 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
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 Superintendent, Jason Kennedy, 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: Sep 5, 2023

DATE POSTING ENDS: Until Filled

Fruitport Community Schools | 3255 East Pontaluna Rd. | Fruitport, MI 49415 | 231-865-4001
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