

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

DEPARTMENT: Early Childhood Special Education

LOCATION: Shettler Elementary

POSITION: Instructional Assistant
11:15-3:15- 4 Days a Week

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.

Internal candidates interested in applying for this position may do so by sending a letter of interest to Eastern Service Unit Director, Greg Bodrie 3255 E. Pontaluna Rd, Fruitport, MI 49415.

External candidates may apply online by clicking on the Employment link under the Department tab on our district website at www.fruitportschools.net

DATE OF POSTING: February 28, 2024

DATE POSTING ENDS: February 29, 2024

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