

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

**DEPARTMENT:** Special Education (Eastern Service Unit)

**LOCATION:** Fruitport High School

**POSITION:** Instructional Assistant LRE

**QUALIFICATIONS:**

- High school diploma or equivalent required.
- Associates Degree or successful completion Paraprofessional 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.

**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 ESU Director, Greg Bodrie, 3255 E Pontaluna Rd, Fruitport, MI 49415.

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

**DATE OF POSTING:** January 11, 2024

**DATE POSTING ENDS:** Until Filled