

GRASS LAKE
COMMUNITY SCHOOLS
Individual excellence inspired by tradition and innovation
 899 South Union Street • Grass Lake, Michigan 49240
 (517) 867-5540 • Fax (517) 522-8195

NOTICE OF POSITION OPENING
For the 2016/2017 School Year

Job Title:	Special Education Aide	Building:	George Long Elementary
Date Posted:	February 2, 2017	Application Deadline:	February 16, 2017 Or until filled
Application Process:	If interested, please contact: Michelle Clark, Principal George Long Elementary 829 South Union Street Grass Lake, MI 49240 Phone: (517) 867-5595 Fax: (517) 522-8789 Michelle.Clark@grasslakeschools.com		
Education/ Experience	High school graduate, or equivalent.		
Qualifications:	To work collaboratively with general and special education teachers and other teacher assistants to provide quality educational activities for students. Provide for basic needs of students, and other duties which may include: <ul style="list-style-type: none"> • Demonstrate initiative and creativity with students and their programs. • Implement goals and objectives specified in student Individual Education Plans (IEP) under the direction of professional staff. • Assist with development and implementation of classroom and individual behavior management programs and techniques. • Understand and be aware of possible medical needs of students, assisting when trained and qualified to do so. Assist students with daily needs, such as, but not limited to, feeding, toileting, grooming, and other daily living activities. • Assist with individual or small group student instruction. • Assist instructional staff in the supervision of students while they are loading and unloading buses, in gym classroom or on the playground. • Assist where necessary, with lifting students from wheelchairs, to changing tables, or escorting students to class. • Assist professional staff with keeping records and related clerical functions related to student needs. 		

Notice of Non-discrimination

It is the policy of the Grass Lake Community Schools that no person shall, on the basis of race, color, religion, age, national origin or ancestry, sex, marital status or handicap be excluded for participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity and employment as required by Title VI Civil Rights Act of 1963; Section 504 of the Rehabilitation Act. Any questions concerning discrimination should be directed to the Superintendent's Office, Grass Lake Community Schools, 899 South Union Street, Grass Lake, MI 49240, or phone (517) 867-5540.