

# 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

<b>Job Title:</b>	Special Education Aide		
<b>Date Posted:</b>	July 14, 2017	<b>Application Deadline:</b>	July 27, 2017
<b>Application Process:</b>	Please send notification of interest to:  Brian Thompson, Principal Grass Lake High School 11500 Warrior Trail Grass Lake, MI 49240 Phone: (517) 867-5575 Fax: (517) 522-5490 <a href="mailto:brian.thompson@grasslakeschools.com">brian.thompson@grasslakeschools.com</a>		
<b>Education/ Experience</b>	High school graduate, or equivalent, with experience as an aide in a day care training program or trainable classroom or equivalent experience.		
<b>Qualifications:</b>	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"><li>• Demonstrate initiative and creativity with students and their programs.</li><li>• Implement goals and objectives specified in student Individual Education Plans (IEP) under the direction of professional staff.</li><li>• Assist with development and implementation of classroom and individual behavior management programs and techniques.</li><li>• 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.</li><li>• Assist with individual or small group student instruction.</li><li>• Assist instructional staff in the supervision of students while they are loading and unloading buses, in gym classroom or on the playground.</li><li>• Assist where necessary, with lifting students from wheelchairs, to changing tables, or escorting students to class.</li><li>• Assist professional staff with keeping records and related clerical functions related to student needs.</li></ul>		

#### 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; Secion 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.