

BOIS BLANC PINES SCHOOL DISTRICT

Help Wanted

Position Type: Classroom Aide

Date Posted: 08/11/2023

Closing Date: Until filled

Wages: \$15.00 per hour **School Hours:** 9:00 am to 3:45 pm. Will require minimum of 15 to 30 minutes before and/or after school to review with the teacher remotely. **Number of positions:** One full time or 2 part-time (morning and afternoon).

Purpose of Position:

To assist the remote teacher in classroom related activities and services; to maintain neat classrooms.

Goal of Position:

To provide supportive assistance to the remote teacher by taking an active part in the educational, social, physical, medical, emotional and self-care needs of an individual, or group of students in programs operated by the Bois Blanc Pines School District.

Qualifications:

- Must be at least 18 years of age and have a high school diploma or equivalent.
- Possess emotional stability, physical stamina and strength necessary to complete duties, and have an understanding and interest in the needs of all students, including special education.
- Physically able to perform the duties of this position including running/walking, bending, lifting, twisting, and responding to the physical needs of the student.
- Excellent organizational skills
- Own transportation
- Knowledge of computer technology, audio and visual aids.
- Effective written and oral communication skills
- Adheres to required confidentiality practices
- Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents, and the community.
- Have the ability to model appropriate pro-social behavior, implement behavior plans with fidelity, and display a calm demeanor when managing student behavior.
- Adhere to school policies and handbooks.
- A background check will be required. Related expenses will be reimbursed upon approval of the school board.

Duties:

- Assist the remote teacher in the planning and implementation of student programs that have been initiated by the teacher.
- Assist in the preparation and organization of instructional materials needed to implement student program.
- Carry out student objectives and/or programs established by the teacher on a daily basis.
- Assist in documentation of student's progress as needed and directed by teacher.
- Attend pertinent staff meetings and other in service training sessions at the request of the teacher.
- Cooperate with and assist other educational support staff in the cognitive, behavioral, and motor programming for students.
- Assist in the coordination and supervision of student activities outside the classroom and in the community at the request and direction of teacher.
- Perform responsibility in classroom duties, which may include but are not limited to, classroom preparation and clean up, monitoring of equipment and supplies.
- Must be able to physically assist students with adaptive equipment
- As needed for completion of duties, attend meetings outside of normal working hours

Submit letters of interest and resumes to P O Box 876, Pointe aux Pins, MI 49775 or email criker@eupschools.org as soon as possible. Be certain to annotate if you are available full time or part time. If part time, do you have a preference to morning or afternoon? We would like to fill this position before the start of the school year, which is September 5, 2023.