

BOIS BLANC PINES SCHOOL DISTRICT

Help Wanted

Position Type: Substitute Classroom Aide

Date Posted: 11/16/2023

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.

Purpose of Position:

To substitute when primary classroom aide is not available. This is not a full time position. Call in basis. Person would work and 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 as soon as possible to enable fingerprinting be done before the ferry stops running. There would be one or two days of training with the primary classroom aide to facilitate an easy turnover.