

Telephone: 906-863-5665



Fax: 906-863-7776

## **JOB POSTING**

**POSITION:**           **Classroom Aides**

**QUALIFICATIONS:**   Classroom/Transportation Aide: Minimum of a high school diploma or equivalent.

Instructional Classroom Aide: Associates or higher degree in related field; or have completed 60 semester hours; or passed the State approved test (ETS Assessment).

**SALARY:**             \$13.00-\$16.50/hourly rate

**POSTED DATE:**     February 13, 2023

**APPLICATION  
DEADLINE:**         Until Filled

Send application to:  
Janene Salewsky – HR/Office Manager-Menominee County ISD  
1201 41<sup>st</sup> Avenue, Menominee, Michigan 49858  
[careers@mc-isd.org](mailto:careers@mc-isd.org)

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**TITLE:** Special Education Aide; Special Education Instructional Aide

**QUALIFICATIONS:** High School Diploma or equivalent and/or completion of advanced training whose special education instructional aide training program has been approved by MDE. Experience working with special needs population preferred. Have an understanding and interest in the needs of special education students.

**REPORT TO:** Classroom teacher, Program Principal, Director of Special Education

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Function as a member of the educational Team

Help facilitate inclusion of students in to general education settings

Assist in the educational and social development of students under the direction of teacher and IEP-Team members

Demonstrate knowledge of student needs including: medical, educational, sensory, speech/language, social/emotional, recreational, vocational, etc as identified by IEP-Team and implement interventions as warranted

Assist students during academic lessons

Demonstrate ability to follow written/verbal directives, time management, organizational skills and flexibility in order to meet student/classroom needs

Follow all behavior plans developed by the IEP-Team

Reinforce behavioral expectations as directed by the classroom teacher

Support student by working individually or in small groups on activities as directed by the teacher

Assist with preparation of teaching materials and documentation of student progress as directed by teacher

Participate in professional training as assigned; comply with all CPI training mandates

Prepare, administer and clean snack/lunch/breakfast area under teacher direction

Assist students with functional tasks of dressing, eating, mobility, toileting, communicating, etc assigned by the teacher

Assist with transportation needs by staffing rides; getting students to/from and on/off the vehicles

Model appropriate hygiene, dress, communication, demeanor and interaction with others

Assist with field trips, emergency drills, activities outside of the classroom and student supervision under direction of teacher

Observe and accurately record data as instructed by the special education teacher

Escort, supervise and assist students in various settings throughout the school building

Facilitate appropriate social interactions with students by modeling and reinforcing acceptable behaviors

Cooperate and work with all members of the IEP-Team, collaborate with school staff and outside agencies

Assist substitute teachers/staff with classroom and student schedule

Exhibit high level of professionalism with the ability to handle confidential information, use good judgment, plan and handle complex student/family needs.

Make all efforts to assure the safety and well being of every student and staff member

Ability to lift up to 150 pounds - appropriately use lifting devices

Ability to perform activities with students including but not limited to: bending, walking, standing, sitting on floor, lifting students, positioning students, transferring students, restraining students, go up and down stairs, kneel, run, swim, carry materials, operate durable medical equipment, assist with wheelchairs and stands, operate bus/van lift.

Provide accurate information of students to staff members/Team members

Perform specialized skills as required which may include use of visual schedule, sign language, trachea suctioning, catheterization, feeding tube, assistive technology & approved physical management interventions

Refer questions from families to appropriate staff member

Perform other duties as assigned

**REQUIREMENTS:**

Maintain confidentiality  
Be flexible, willing to listen and make changes when needed  
Possess valid driver's license; maintain all required training certifications/licensure  
Regular and reliable attendance  
Daily travel  
Pass all required background checks  
Ability to work independently and as part of a team  
Ability to communicate effectively; excellent verbal and written skills  
Ability to multitask and carry out duties as assigned  
Ability to complete assigned tasks with or without direct supervision  
Ability to integrate technology into everyday workflow  
Ability to develop and maintain successful working relationships with students and school staff  
Ability to define problems, collect data, establish facts and draw valid conclusions  
Practice safe work habits  
Knowledge of special education policy, law and best practices  
Adapt to frequent changes in work environment  
Occasional irregular or extended work hours to meet multiple demands  
Carry out the mission and values of the MC-ISD

**TERMS OF EMPLOYMENT:** Hours of work are determined by each program and its location. Days of work will be determined by program school calendar. Additional hours may be required to meet program activity needs. Wages and benefits as determined by Board action are outlined in the *Employment Guide for Non-Represented Employees*.

**EVALUATION:** Performance will be evaluated in accordance with Board Policy

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I am aware of and have the opportunity to review the Menominee County Intermediate School District Bylaws and Policies which are housed in the Superintendent and Departmental Offices during normal business hours.

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Signature

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Date

**Notice of Non-discrimination**

It is the policy of Menominee County Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources/Office Manager, 1201 41st Ave, Menominee, MI, 49858. (906) 863-5665.