



ADDISON COMMUNITY SCHOOLS

219 Comstock • Addison, MI 49220

JOB POSTING

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| Classification: | Non-Mandated Aide |
| Location: | Addison Community Schools |
| Posting Date: | August 10, 2020 |
| Hours Per Week: | 6 ½ - 7 per day |
| Anticipated Start Date: | Immediate |
| Qualifications/ Job Description/ Performance Expectations: | <p>The candidate will work in classrooms and assist the special education teacher. Candidates should have previous experience working with students who have special needs.</p> <p>Qualifications/Requirements:</p> <ul style="list-style-type: none">• High School Diploma• Prefer, but do not require, some post-high school education• Good people skills• Well organized, strong work ethic, positive responsible attitude• Ability to work as a member of the team• Some technology skills• Ability to work well with students• Ability to manage student behavior <p>Job Performance Responsibilities</p> <ul style="list-style-type: none">• Maintain order with the students assigned for supervision• Tutor students on lessons determined by the teacher• Help to maintain a positive classroom environment• Help to maintain order on the bus, if assigned• Monitor students for health problems, if assigned• Assist students with lessons and assignments in regular classrooms, if assigned• Assist teacher with organizational needs in the classroom• Maintain accurate records regarding students• Work as a member of the team with the teacher• Maintain confidentiality |
| Method of Application: | Interested and qualified applicants should submit a resume, letter of interest and letters of reference to the contact listed below. |
| Contact: | Steven Guerra Addison Community Schools 219 Comstock Street Addison, MI 49220 |
| Deadline | Until Filled – Applications will be reviewed upon arrival and should therefore, be submitted as soon as possible. |

Notice of Nondiscrimination

The Addison Community School District does not discriminate on the basis of race, color, national origin, gender, age, marital status, height, weight, religion, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent, Addison Community Schools, 219 N. Comstock Street, Addison, Michigan 49220 (517) 547-6900.