



Central Office
Duane Lange, Superintendent/SCC Principal
175 East Aitken Road
Peck, MI 48466
Phone: (810) 648-4700
Fax: (810) 648-4834

Special Education
Emma Navarro, Director
46 North Jackson Street
Sandusky, MI 48471
Phone: (810) 648-2200
Fax: (810) 648-2275

VACANCY NOTICE
Internal/External
December 17, 2019

The Sanilac Intermediate School District has an opening for the following position:

JOB TITLE: Instructional Aide-Elementary Transition Program

Full-time IST's with benefits will remain full-time IST's with benefits in new position.

Part-time/non benefitted IST's will remain part-time IST's without benefits in new positions.

(Hours of the new position will be modified). New hires will be part-time without benefits.

(This position may include working in alternative settings dependent on district-wide/student needs). Future moves, transfers, or duties, may be assigned (part-time hours may vary)

POSITION: IST-ETP program

REPORTS TO: Principal/Supervisor of Special Education Programs

QUALIFICATIONS: Education: Minimum – High school diploma or equivalent required
Preferred – Associates Degree

Abilities/Skills: Accept supervision and direction

Work creatively and skillfully with students

Exhibit emotional stability and physical stamina

Exercise good judgment

Make decisions in accordance with Board policies and established procedures

Perform Essential/Other Duties, below

ESSENTIAL JOB RESPONSIBILITIES/DUTIES:

1. Assist certificated, licensed and ancillary staff in the performance of instructional and related activities in the assigned area of responsibility
2. Participate in Individualized Education Planning meetings when requested.
3. Participate and provide input in behavior management team planning meetings for the development of individualized behavior management plans for students in the assigned area.
4. Implement procedures in accordance with individualized behavior management plans.
5. Demonstrate emotional stability and physical stamina necessary to meet the requirements of the position to: (a) lift and move special education students ages 0-26 years of age, (b) meet individual student health care needs, including catheterization, toileting, tube feedings, etc., (c) physical movement (up and down or working on knees), (d) working and walking outdoors for periods of time.
6. Assist staff in the loading and unloading of students from school buses/vehicles in the assigned area of responsibility.
7. Assist staff in the lifting and movement of students within the assigned area of responsibility.
8. Assist staff in lunch activities, play and gym supervision and other services, as required in the assigned area of responsibility.
9. Perform other related duties as assigned.

SALARY: Per Contract

BENEFITS: Based on Sanilac Intermediate Education Association Contract

APPLICATION DEADLINE: January 13, 2020 by 3:30 PM

"Recognizing the value and needs of each person, the Mission of the Sanilac Intermediate School District is to provide leadership and deliver quality educational programs and services to local school districts resulting in improved learning for all."

It is the policy of the Sanilac Intermediate School District that no person shall, on the basis of religion, race, color, national origin, gender, handicap, age, height, weight, marital status or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during programs, activities, and employment. Inquiries regarding this policy should be directed to Emma Navarro, Special Education Director, 46 North Jackson Street, Sandusky, MI 48471 (810) 648-2200.



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INTERESTED APPLICANTS SHOULD CONTACT:

**Emma Navarro, Director of Special Education, Sanilac Intermediate School District
46 North Jackson Street, Sandusky, Michigan 48471, Phone: (810) 648-2200 Ext. 4134**

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