



VACANCY NOTICE
Internal/External
July 16, 2024

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

JOB TITLE: Instructional Aide- Health Occupational Program

REPORTS TO: Superintendent

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

Ability to assist students with academics

Make decisions in accordance with Board Policies and established procedures

Ability to use basic computer skills: email, Zoom, Excel, Word etc. Ability to fax, copy
and scan documents

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. Certified Nurse Aid (CNA) certification or willing to obtain
3. Must be physically able to lift 50 – 100 lbs.
4. Possess CPR/First Aid training or willing to obtain
5. Experience working in health care or related field
6. Perform other related duties as assigned.

SALARY: Per Contract

BENEFITS: Based on Sanilac Intermediate Education Association Contract

APPLICATION DEADLINE: August 9, 2024

INTERESTED APPLICANTS SHOULD CONTACT:

Duane Lange, Superintendent, Sanilac Intermediate School District

175 East Aitken Road, Peck, Michigan 48466, Phone: (810) 648-4700 Ext. 4241

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 Renee Jansen, Special Education Director, 175 East Aitken Road, Peck, MI 48466 (810) 648-4700.