



Central Office  
Katie VanConant, Superintendent/SCC Principal  
175 East Aitken Road  
Peck, MI 48466  
Phone: (810) 648-4700  
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Special Education  
Renee Jansen, Director  
175 East Aitken Road  
Peck, MI 48466  
Phone: (810) 648-4700  
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VACANCY NOTICE  
Internal  
March 17, 2025

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

**JOB TITLE:** Instructional Aide- STP Program at Sanilac Career Center  
*Full-time IST's with benefits will remain full-time IST's with benefits in new position.  
Part-time IST's with single subscriber health insurance benefits will remain part-time IST's  
with single subscriber health insurance benefits in new positions. (Hours of the new position  
will be modified). New hires will be part-time with single subscriber 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- Secondary Transition Program at Sanilac Career Center 2025-2026 School Year

**REPORTS TO:** Director of Special Education

**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  
Provide instructional support in academics, social skills, prevocational  
and daily living skills  
Make decisions in accordance with Board Policies and established  
procedures  
Ability to use email and Zoom; basic computer skills  
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

"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."

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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 E. Aitken Rd, Peck, MI 48466 (810) 648-4700.



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**BENEFITS:** Based on Sanilac Intermediate Education Association Contract

**APPLICATION DEADLINE:** March 28, 2025

**INTERESTED APPLICANTS SHOULD CONTACT:**

Renee Jansen, Director of Special Education, Sanilac Intermediate School District  
175 East Aitken Road, Peck, Michigan 48466, Phone: (810) 648-4700 Ext. 4131

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