



**Internal/External Posting**

**Notice of Vacancy**

**SPECIAL ED INCLUSION AIDE**  
**(28.75 HOURS PER WEEK)**

|                             |  |
|-----------------------------|--|
| <b>LOCATION</b>             | Blackbird Elementary School  |
| <b>HOURS</b>                | Monday—Friday (8:30—2:15) 5.75 hours/day<br>Total of 28.75 hours per week  |
| <b>STARTING DATE</b>        | As soon as possible.   |
| <b>RATE OF PAY</b>          | As established by Master Support Contract<br>Starting at \$10.69 plus \$0.52 premium per hour; after probationary period of 60 days of work \$11.64 per hour plus \$0.52 premium<br>Vision and Long-Term Disability Insurance  |
| <b>REQUIREMENTS</b>         | <ul style="list-style-type: none"><li>• Ability to work in a stressful environment</li><li>• Willingness to attend training sessions</li><li>• Patience</li><li>• Ability to work with general education and special education teachers to support students</li><li>• Respects the value of confidentiality and integrity</li><li>• Works cooperatively with others</li><li>• Has a positive attitude toward job and clientele</li><li>• Conducts him/herself in a professional and ethical manner</li><li>• General good health, vision, and hearing; knowledge of first aide and CPR desirable</li></ul> |
| <b>CONTACT</b>              | Send relevant information to:<br>Nathan Fairbanks, Principal<br>Blackbird Elementary School<br>Harbor Springs, Michigan 49740<br>Telephone (231) 526-4655<br>Email: <a href="mailto:nfairbanks@harborps.org">nfairbanks@harborps.org</a>   |
| <b>APPLICATION DEADLINE</b> | Monday, September 27, 2021 at 4:00 p.m. or until filled.   |

Applications may be picked up at the Superintendent's Office, Monday through Friday from 8:00 a.m. to 4:30 p.m. or online at [www.harborps.org/about/employment](http://www.harborps.org/about/employment).

**Posting Date—September 21, 2021**