



**Harbor Springs  
Public Schools**

Excellence in Character  
Excellence in Education

**Internal / External Posting**

**Notice of Vacancy**

**HIGH SCHOOL SPECIAL ED INCLUSION AIDE**

**(28.75 HOURS PER WEEK)**

<b>LOCATION</b>	High School
<b>HOURS</b>	Monday—Friday; between 8:00 am—3:00 pm 5.75 hours/day; 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 Starting at \$13.89; after 60 working days \$14.86 per hour Plus \$1.00 more per hour due to additional training/responsibilities
<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-or/herself in a professional and ethical manner</li><li>• General good health, vision, and hearing; knowledge of first aide and CPR desirable</li><li>• Willingness to be trained and monitor vital signs</li></ul>
<b>CONTACT</b>	Send relevant information to: Leigh Inglehart, Principal Harbor Springs High School 500 Spring St. Harbor Springs, Michigan 49740 Telephone (231) 526-4855
<b>APPLICATION DEADLINE</b>	November 22, 2023 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/District/Jobs available/Support Staff Application Form](http://www.harborps.org/District/Jobs%20available/Support%20Staff%20Application%20Form).

**Posting Date—November 13, 2023**