



**Harbor Springs  
Public Schools**

Excellence in Character  
Excellence in Education

**Internal Posting**

**Notice of Vacancy**

**ELEMENTARY SPECIAL ED INCLUSION AIDE**

**(APPROXIMATELY 7:30AM-3:30PM)**

<b>LOCATION</b>	Shay Elementary School
<b>HOURS</b>	Monday—Friday; between 7:30 am—3:30 pm 8 hours/day; Total of 40 hours per week
<b>STARTING DATE</b>	As soon as possible
<b>RATE OF PAY</b>	As established by Master Support Contract
<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></ul>
<b>CONTACT</b>	Send relevant information to: Nathan Fairbanks, Principal Shay Elementary School 175 E. Lake Street Harbor Springs, Michigan 49740 Telephone (231) 526-4655 Email: nfairbanks@harborps.org
<b>APPLICATION DEADLINE</b>	November 7, 2024

**Posting Date—October 30, 2024**