



**Harbor Springs
Public Schools**

Excellence in Character
Excellence in Education

Internal / External Posting

Notice of Vacancy

SPECIAL ED INCLUSION AIDE

(INCLUDING LUNCH RECESS & OFFICE—28.75 HOURS PER WEEK)

LOCATION	Shay Elementary School
HOURS	Monday—Friday; 9:15 am—3:00 pm 5.75 hours/day; Total of 28.75 hours per week
STARTING DATE	As soon as possible
RATE OF PAY/BENEFITS	As established by Master Support Contract <ul style="list-style-type: none">Starting at \$16.89, after 60 work days increase to \$17.86
REQUIREMENTS	<ul style="list-style-type: none">Ability to work in a stressful environmentWillingness to attend training sessionsPatienceAbility to work with general education and special education teachers to support studentsRespects the value of confidentiality and integrityWorks cooperatively with othersHas a positive attitude toward job and clienteleConducts him-or/herself in a professional and ethical mannerGeneral good health, vision, and hearing; knowledge of first aide and CPR desirable
CONTACT	Send relevant information to: Nathan Fairbanks, Principal Shay Elementary School 175 East Lake Street Harbor Springs, Michigan 49740 Telephone (231) 526-4555 Email: nfairbanks@harborps.org
APPLICATION DEADLINE	December 2, 2024 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 21, 2024