



**Harbor Springs
Public Schools**

Excellence in Character
Excellence in Education

Internal / External Posting

Notice of Vacancy

MIDDLE SCHOOL SPECIAL ED INCLUSION AIDE

(28.75 HOURS PER WEEK)

LOCATION	Middle School
HOURS	Monday—Friday; approx 8:00 am—1:45 pm 5.75 hours/day; Total of 28.75 hours per week
STARTING DATE	As soon as possible
RATE OF PAY	As established by Master Support Contract Starting at \$16.89; after 60 working days \$17.86 per hour
REQUIREMENTS	<ul style="list-style-type: none">• Ability to work in a stressful environment• Willingness to attend training sessions• Patience• Ability to work with general education and special education teachers to support students• Respects the value of confidentiality and integrity• Works cooperatively with others• Has a positive attitude toward job and clientele• Conducts him-or/herself in a professional and ethical manner• General good health, vision, and hearing; knowledge of first aide and CPR desirable
CONTACT	Send relevant information to: Heather Keiser, Principal Harbor Springs Middle School 800 State Road Harbor Springs, Michigan 49740 Telephone (231) 526-4755 Email: hkeiser@harborps.org
APPLICATION DEADLINE	January 24, 2025 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—January 17, 2025

800 State Road, Harbor Springs, MI 49740 | Tel. 231.526.4545 | Fax 231.526.4544 | www.harborps.org