

POSITION VACANCY NOTICES

INTERNAL/EXTERNAL POSTING

The following positions are available August 30, 2016

1. Two Manistique Area Schools Elementary Aides

- 25 hours per week when school is in session.
- Monday through Friday when school is in session.
- Assist with classroom and building initiatives and programs with students and staff.

2. Manistique Area Schools Elementary Student Aide

- Minimum of 20 hours per week.
- Monday through Friday when school is in session.
- Assist with individual student goals prescribed by the staff.
- Take care of the needs of the student with daily tasks.

Minimum Requirements:

1. High school diploma (additional related training desirable but not required).
2. Physical Ability to perform assigned duties.
3. Ability and temperament to work well with students and adults.
4. Ability to operate office equipment, including a computer workstation.
5. Ability to keep student logs on academic and behavior progress.
6. Ability to maintain order and discipline.
7. "No Child Left Behind" qualifications must be met.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Proficiency Testing: May be required.

REPORTS TO: Building Principal

TO APPLY:

Qualified applicants interested in this position should send a letter of interest and credentials to:

Mr. Erik E. Mason, Emerald Elementary Principal
Manistique Area Schools
100 N. Cedar St.
Manistique, MI 49854
Email: emason@manistiqueschools.org

All information to be submitted by 2:00 p.m. on Tuesday, August 23.

MANISTIQUE AREA SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER