

DATE: August 21, 2023
SUBJECT: Position Vacancy Posting—Special Education 1:1 Aide

The following position is hereby posted as vacant:

CLASSIFICATION: (1) Special Education 1:1 Aide

LOCATION: Elementary School

JOB DESCRIPTION: Special Education Aide 5.95 hours/day

QUALIFICATIONS: Mayville Elementary for the 2023-2024 school year to assist student(s) with services in the classroom.

The successful candidate will work under the direction of the building Principal, Special Education Teacher, General Education Teacher and Coordinator of Special Education.

RESPONSIBILITIES and REQUIREMENTS

- Preferred (not required) prior experience in a Special Education classroom or prior work with students with disabilities
- Assist and monitor students with services in both instructional and non-instructional activities as determined by the primary teacher
- Able to utilize positive behavior support strategies
- Must be an effective team player
- Reliable, punctual and able to maintain strict confidentiality
- Collect data and complete accurate documentation as directed
- Applicants must submit to a criminal background check

APPLICATION DEADLINE: Friday, September 8, 2023, or until filled

Darren Masterson, ES Principal
Mayville Elementary, 106 Orchard Street, Mayville MI 48744

Email letter of interest and current resume to: darren.masterson@mayvilleschools.org