



Mason Consolidated Schools

2400 Mason Eagles Drive Erie, MI 48133

Andrew Shaw, Superintendent

PHONE: 734.848.9304 FAX: 734.848.3975

www.eriemason.k12.mi.us

INTERNAL/EXTERNAL POSTING

- Posting Date:** June 13, 2018
- Position:** (2) LRE Special Education and Lunchroom/Recess Aides
- Location:** Central Elementary and Mason Middle School
- Reports to:** Building Principal
- Wages:** In accordance with the paraprofessionals' agreement
- Work Hours/Days:** 2018-2019 School year. 25-28.75 hours per week. One of the positions will include approximately 7.5 hours per week at Mason Middle School.
- Deadline to Apply:** **July 6, 2018 4:00 p.m.**
- Responsibilities:** Instructional Support:
- Classroom assistance with teacher and other staff
 - Data collection
- Mobility:
- Make Accommodations for student during the school day
 - May assist student in attending to personal needs including health and self-care needs such as catheterization & toiletry
- Lunchroom duties as assigned
- Qualifications:**
- Education:** Associates Degree or its equivalent or Passing Score on Proficiency test (Work Keys)
- Experience:** Previous experience as a teacher aide for special needs children
First Aid knowledge and competence
Good verbal, math and grammar skills
Ability to lift at least 75 pounds frequently
- Criminal History:** All Employees of the Mason Consolidated School District are fingerprinted for a Michigan and FBI criminal history check. The processing fee of \$42.00 is the responsibility of the employee.
- Method of Application:** Letter indicating interest in the position, proof of credentials
District application (available at www.eriemason.k12.mi.us), resume
- Send information to:** Beth Sherman, HR Specialist
Mason Consolidated Schools
2400 Mason Eagles Drive
Erie, MI 48133
sherman@eriemason.k12.mi.us

It is the policy of the Mason Consolidated School District that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Superintendent of Schools at the Mason Consolidated School District, 2400 Mason Eagles Drive, Erie, MI 48133 or call (734) 848-9304. APPROVED AUGUST 18, 2003