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Office of the Superintendent
New Haven Community Schools
30375 Clark Street, P.O. Box 482000
New Haven, MI 48048-2000
Telephone: (586) 749-5123 FAX: (586) 749-6307

NOTICE OF VACANCY - Internal/External
Early Childhood Special Education
Classroom/Transportation Paraprofessional Position

Posting Date: December 7, 2018

Position available: **School Aide** – Classroom/Transportation Support Position
4.5 to 5.5 hours daily (8:40 - 1:30)

Qualifications: Must have education above high school level and training in a specialized area that prepares them to work with students in an instructional assistance capacity under the direction of the certified teacher.

Duties and responsibilities:

- *Support the Classroom Teacher and Transportation Department with students in the Early Childhood Special Education program.
- *Ride the bus and assist the bus driver with the children daily.
- *Work in the classroom in support of students and teacher daily.
- *Must be able to work well with young children and have no physical restrictions.

Salary: Hourly pay rate and benefits commensurate with the current
NHPA - New Haven Paraprofessionals Association
Collective Bargaining Agreement

Start date: January 7, 2019

Application deadline: December 14, 2018 Internal/External at 3:00 pm or until filled.

Please send Resume or letter of interest via email, fax or U.S. mail to the following:

Apply to: Barbara VanSweden, Superintendent
New Haven Community Schools
30375 Clark Street
P.O. Box 482000

New Haven, Michigan 48048-2000

Fax: 586-749-6307

Electronic Submission:

newhavenhr@newhaven.misd.net

Call: **(586) 749-5123 Danielle Ratajczyk** with questions