

Telephone: 906-863-5665



Fax: 906-863-7776

## **JOB POSTING**

**POSITION:**           **Special Education Classroom Aide**  
Full Time (Monday-Friday, School Day Hours)

**QUALIFICATIONS:**   Classroom Aide: Minimum of a high school diploma or equivalent.

Instructional Classroom Aide: Associates or higher degree in related field; or have completed 60 semester hours; or passed the State approved test (ETS Assessment).

**SALARY:**           \$14.50-\$16.50/hourly rate

**POSTED DATE:**    September 23, 2025

**APPLICATION  
DEADLINE:**       Until filled

To apply, fill out the application on our website:

<https://www.mc-isd.org/departments/human-resources/employment/>

### Notice of Non-discrimination

It is the policy of Menominee County Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources/Office Manager, 1201 41st Ave, Menominee, MI, 49858. (906) 863-5665. MCISD is an E.O.E.

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1201- 41<sup>st</sup> Avenue  
Menominee MI 49858  
[Http://mc-isd.org](http://mc-isd.org)

**TITLE:** Special Education Aide; Special Education Instructional Aide

**QUALIFICATIONS:** High School Diploma or equivalent and/or completion of advanced training whose special education instructional aide training program has been approved by MDE. Experience working with special needs population preferred. Have an understanding and interest in the needs of special education students.

**REPORT TO:** Classroom teacher, Program Principal, Director of Special Education

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Function as a member of the educational Team  
Help facilitate inclusion of students in to general education settings  
Assist in the educational and social development of students under the direction of teacher and IEP-Team members  
Demonstrate knowledge of student needs including: medical, educational, sensory, speech/language, social/emotional, recreational, vocational, etc as identified by IEP-Team and implement interventions as warranted  
Assist students during academic lessons  
Demonstrate ability to follow written/verbal directives, time management, organizational skills and flexibility in order to meet student/classroom needs  
Follow all behavior plans developed by the IEP-Team  
Reinforce behavioral expectations as directed by the classroom teacher  
Support student by working individually or in small groups on activities as directed by the teacher  
Assist with preparation of teaching materials and documentation of student progress as directed by teacher  
Participate in professional training as assigned; comply with all CPI training mandates  
Prepare, administer and clean snack/lunch/breakfast area under teacher direction  
Assist students with functional tasks of dressing, eating, mobility, toileting, communicating, etc assigned by the teacher  
Assist with transportation needs by staffing rides; getting students to/from and on/off the vehicles  
Model appropriate hygiene, dress, communication, demeanor and interaction with others  
Assist with field trips, emergency drills, activities outside of the classroom and student supervision under direction of teacher  
Observe and accurately record data as instructed by the special education teacher  
Escort, supervise and assist students in various settings throughout the school building  
Facilitate appropriate social interactions with students by modeling and reinforcing acceptable behaviors  
Cooperate and work with all members of the IEP-Team, collaborate with school staff and outside agencies  
Assist substitute teachers/staff with classroom and student schedule  
Exhibit high level of professionalism with the ability to handle confidential information, use good judgment, plan and handle complex student/family needs.  
Make all efforts to assure the safety and well being of every student and staff member  
Ability to lift up to 150 pounds - appropriately use lifting devices  
Ability to perform activities with students including but not limited to: bending, walking, standing, sitting on floor, lifting students, positioning students, transferring students, restraining students, go up and down stairs, kneel, run, swim, carry materials, operate durable medical equipment, assist with wheelchairs and stands, operate bus/van lift.  
Provide accurate information of students to staff members/Team members  
Perform specialized skills as required which may include use of visual schedule, sign language, trachea suctioning, catheterization, feeding tube, assistive technology & approved physical management interventions  
Refer questions from families to appropriate staff member  
Perform other duties as assigned

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**REQUIREMENTS:**

- Maintain confidentiality
- Be flexible, willing to listen and make changes when needed
- Possess valid driver's license; maintain all required training certifications/licensure
- Regular and reliable attendance
- Daily travel
- Pass all required background checks
- Ability to work independently and as part of a team
- Ability to communicate effectively; Excellent verbal and written skills
- Ability to multitask and carry out duties as assigned
- Ability to complete assigned tasks with or without direct supervision
- Ability to integrate technology into everyday workflow
- Ability to develop and maintain successful working relationships with students and school staff
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Practice safe work habits
- Knowledge of special education policy, law and best practices
- Adapt to frequent changes in work environment
- Occasional irregular or extended work hours to meet multiple demands
- Carry out the mission and values of the MC-ISD

**TERMS OF EMPLOYMENT:** Hours of work are determined by each program and its location. Days of work will be determined by program school calendar. Additional hours may be required to meet program activity needs. Wages and benefits as determined by Board action are outlined in the *Employment Guide for Part Time and Full Time employees*.

**EVALUATION:** Performance will be evaluated in accordance with Board Policy

8/18

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