



# FENNVILLE PUBLIC SCHOOLS

*Educational Excellence, Community Atmosphere, Global Perspective*

5 Memorial Drive, Fennville, MI 49408

269.561.7331

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## Job Posting

**POSITION:** Fennville Elementary Daycare – Part-time CAREGIVER

**POSTING PERIOD:** August 14, 2017 until filled

**QUALIFICATIONS:**

1. Exceptional human relations skills, including demonstration of confidence, compassion, and the ability to relate to/work with both students and staff.
2. Positive work history, including excellent record of attendance.
3. Must meet all applicable Michigan Department of Human Services requirements, including certification in *Child and Adult CPR* and *First Aid* (training available).
4. Bilingual preferred.

**REPORTS TO:** Albert Lombard, Elementary Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Provide one-to-one and/or group care, interaction, supervision, and instruction under the guidance of the program's director while working with children ages 3-12 years old in a child care center setting.
2. Assist in the implementation of research-based "best practices" activities, objectives, and strategies that prepare and support school success for students in the program.
3. Help create, monitor, and maintain a safe, orderly, productive environment conducive to learning and student growth while respecting individual student needs.
4. Assist program director in carrying out objectives of the program.

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Interested persons should submit a letter of application and resume with references to:

Albert Lombard, Principal  
8 Memorial Drive, Fennville, MI 49408

OR

[alombard@fennville.org](mailto:alombard@fennville.org)

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The Board of Education of Fennville Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities including employment opportunities.

Posted: August 14, 2017



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## Job Posting

**POSITION:** Athletic/Recreation Department Secretary  
(Part-time position: 15 hours/week)

**POSTING PERIOD:** August 23, 2017 until filled

**QUALIFICATIONS:**

1. Experience/training working in secretarial/administrative assistant role; associate degree in office occupations preferred;
2. Exceptional human relations skills, including the ability to relate and work well with students, staff, parents, and community;
3. Strong professional and organizational abilities and qualities;
4. Demonstrated positive work history.

**REPORTS TO:** Frank Marietta, Fennville High School Asst. Principal/Athletic Director

**PERFORMANCE RESPONSIBILITIES:**

1. Assist Athletic Director with all clerical and organizational components of maintaining an efficient, orderly, and productive athletic, recreation, and activities program, including communications/correspondence, record-keeping, game preparation and scheduling, and ensuring compliance with District policies, league policies, and MHSAA rules and regulations.
2. Create and update electronic, print, and non-print records for the athletic and recreation departments, including rosters, schedules, programs, inventories, calendars (daily, weekly, and master), eligibility reports, facility requests, etc.
3. Assist Athletic Director with preparing, handling, and managing money bags before and after events, maintaining accurate records/budget spreadsheets & statements.
4. Work with students, coaches, parents, and community members as a key resource, communicator, representative, and point of contact for Fennville Public Schools and the Fennville athletic and recreation programs.
5. Assist the high school secretary with general office responsibilities as needed.
6. Other duties as assigned.

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Interested persons should submit a letter of application and resume with the contact information for three references to:

Frank Marietta, High School Asst. Principal/Athletic Director  
4 Memorial Drive  
Fennville, MI 49408  
[fmarietta@fennville.org](mailto:fmarietta@fennville.org)

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Posted: August 24, 2017



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## Job Posting

**POSITION:** PARAPROFESSIONAL (Part-Time – 0.5 FTE)  
(Early Childhood Special Education Program)

**POSTING PERIOD:** August 29, 2017 until filled

**QUALIFICATIONS:**

1. Must meet Highly Qualified requirements as defined by the Michigan Department of Education
2. Exceptional human relations skills, including demonstration of confidence and the ability to relate to and work with both students and staff.
3. Positive work history, including good attendance.
4. Bilingual, preferred.

**REPORTS TO:** Lori Chapman, Director of Special Education, and  
Albert Lombard, Building Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Provide one-to-one and/or small group instruction for special education students under teacher guidance.
2. Assist in the implementation of program services as required by student IEPs in collaboration with teachers, consultants, and service providers.
3. Implement research-based “best practice” programs/strategies.
4. Help maintain standards of pupil behavior needed to provide an orderly, productive classroom environment while respecting individual student needs.
5. Assist in the evaluation of each pupil’s progress toward meeting his/her individual goals and objectives.

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Interested persons should submit a letter of application and resume with references to:

Albert Lombard, Principal  
8 Memorial Drive, Fennville, MI 49408  
OR  
[alombard@fennville.org](mailto:alombard@fennville.org)

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Posted: August 29, 2017



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## Job Posting

**POSITION:** PARAPROFESSIONAL (Part-Time – 0.5 FTE)  
(Early Childhood Special Education Program)

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3. Positive work history, including good attendance.
4. Bilingual, preferred.

**REPORTS TO:** Lori Chapman, Director of Special Education, and  
Albert Lombard, Building Principal

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1. Provide one-to-one and/or small group instruction for special education students under teacher guidance.
2. Assist in the implementation of program services as required by student IEPs in collaboration with teachers, consultants, and service providers.
3. Implement research-based “best practice” programs/strategies.
4. Help maintain standards of pupil behavior needed to provide an orderly, productive classroom environment while respecting individual student needs.
5. Assist in the evaluation of each pupil’s progress toward meeting his/her individual goals and objectives.

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Interested persons should submit a letter of application and resume with references to:

Albert Lombard, Principal  
8 Memorial Drive, Fennville, MI 49408  
OR  
[alombard@fennville.org](mailto:alombard@fennville.org)

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Posted: August 29, 2017



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## Job Posting

**POSITION:** FIRST Robotics Team 5173 Coach

**POSTING PERIOD:** September 12, 2017 until filled

**QUALIFICATIONS:**

1. Interest in promoting science, technology, engineering and math for high school students.
2. Exceptional human relations skills, including the ability to relate and work well with students, staff, parents, and community;
3. Strong professional and organizational abilities and qualities;
4. Demonstrated positive work history.

**REPORTS TO:** Kelly Eckhardt, Fennville High School Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Recruit team members and volunteer mentors for the 2017-2018 season. Manage the team roster and insure that all required forms are completed.
2. Schedule and facilitate team meetings according to FIRST standards for safety and gracious professionalism.
3. Establish a team budget and keep accurate records of income and expenses.
4. Coordinate fund drives and seek business sponsorships.
5. Work with students, coaches, parents, and community members as a key resource, communicator, representative, and point of contact for FRC Team 5173.
6. Make necessary arrangements for travel to competition events.

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Interested persons should submit a letter of application and resume with the contact information for three references to:

Kelly Eckhardt, High School Principal  
4 Memorial Drive  
Fennville, MI 49408  
[keckhardt@fennville.org](mailto:keckhardt@fennville.org)

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Posted: September 12, 2017