FRUITPORT COMMUNITY SCHOOLS
NOTICE OF INTENT TO EMPLOY

POSITION: School Social Worker

LOCATION: Elementary - Beach Elementary School

QUALIFICATIONS:
● Must possess a valid Michigan School Social Work certificate or be eligible for same.
● Must have satisfactory rating in most recent performance evaluation (formal or informal.)
● Experience with the K-12 population in a school setting.
● Experience with both individual counseling and classroom guidance programming.
● Experience with Positive Behavior Intervention and Supports (PBIS)
● Experience/able to demonstrate knowledge in facilitating the writing and implementation of student behavior management plans.
● Experience/able to demonstrate knowledge in the evaluation/identification of special education eligibility.
● Experience/able to demonstrate knowledge regarding human service agencies.
● Must meet or exceed MDE accreditation standards.

RESPONSIBILITIES:
● Ability to work effectively as a team member who consults and collaborates with other school personnel in gathering and giving information on a case, and in establishing and planning for respective roles in the modification of the student’s behavior.
● Performs casework service with parents as an integral part of the task of helping students, to increase the parents’ understanding, their constructive participation in resolving their child’s problems, and their knowledge and use of appropriate resources available.
● Makes home visits for gathering helpful information on a student’s background.
● Assists students directly toward adjustment to school.
● Must follow and implement all Board of Education policies, administrative guidelines and building regulations.
● Willing to perform other duties as necessary and/or directed by the principal/supervisor.

Internal candidates interested in applying for this position may do by sending a letter of interest to Curriculum Director, Allison Camp, 3255 E. Pontaluna Rd, Fruitport, MI 49415.

External candidates may apply online or in person, paper applications are available at Central Office on the West end of Edgewood Elementary. To apply online, create an Applitrack account and submit the application at Muskegon Applitrack. Job ID 4184.

DATE OF POSTING: January 14, 2020
DATE POSTING ENDS: Until Filled

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DEPARTMENT: Athletic Department

LOCATION: Fruitport Middle School

POSITION: Middle School Tennis Coach (Spring Sport)

REQUIREMENTS:
- Organized, professional, and committed to the policies and procedures established by the head coach, the Athletic Department, and the MHSAA.
- Maintains a focus on player development, leadership, and character.
- Possesses a working knowledge of the skills and abilities required for this sport, and is capable of communicating and demonstrating what is expected to be successful.
- Models and supports the mission of the athletic program and the school.
- Handles interactions with student athletes and adults with professionalism and integrity.
- Is able to assist the head coach in overall program assessment and development, both in season and out.
- Is able to balance personal and professional duties with coaching duties.
- Works with and supports the head coach in leading and instructing the entire program.

PREFERRED EDUCATION AND OR EXPERIENCE:
- Successful high school or youth level coaching experience.
- Valid teaching certificate or earned hours in a degreed program in education or coaching.
- Experience in physical education, first aid, and sports medicine.
- Certificate in CAP (Coaches Advancement Program) or equivalent.

Internal candidates in applying for this position may send a letter of interest to Ken Erny, Athletic Director, 357 N 6th Ave, Fruitport, MI 49415.

External candidates may send a letter of interest to Ken Erny, Athletic Director and apply online or in person, paper applications are available at the Superintendent’s office on the West end of Edgewood Elementary. To apply online, create an Applitrack account and submit the application at Muskegon Applitrack. Job ID 4211.

DATE OF POSTING: February 13, 2020

DATE POSTING ENDS: Until filled

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DEPARTMENT: Special Education
LOCATION: Edgewood Elementary
POSITION: Instructional Assistant

QUALIFICATIONS:
● High school diploma or equivalent required.
● Associates Degree or successful completion of the WorkKeys Assessment.
● Experience with children with disabilities.

RESPONSIBILITIES:
● Assist students with daily living skills, including but not limited to: eating, personal hygiene, toileting, communication, mobility, and any other healthcare needs.
● Ability to lift and/or support with the physical transfer of students.
● Carry out instructional plans of the teacher with individual children or small groups.
● Supervise children getting on and off the bus, in hallways, on community outings, and in special activities in and outside of the school building.
● Assist with any necessary data collection or documentation.
● Ability to carry out plans developed by the teacher, occupational therapist, speech and language pathologist or other professionals involved.
● Perform other duties as assigned by the building principal or special education supervisor.
● Knowledge of and ability to implement Positive Behavioral Interventions and Supports.

DAYS/HOURS: Monday – Friday, start and end time TBD
7 hours/day (5.5 hours/day on delayed start Wednesdays)

Internal candidates interested in applying for this position may do so by sending a letter of interest to Curriculum Director, Allison Camp, 3255 E. Pontaluna Rd, Fruitport, MI 49415.

External candidates may apply online or in person, paper applications are available at the Superintendent's Office on the West end of Edgewood Elementary. To apply online, create an Applitrack account and submit the application at Muskegon Applitrack. Job ID 4241.

DATE OF POSTING: March 9, 2020
DATE POSTING ENDS: March 23, 2020

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