

December, 2017

JOB POSTING

NOTICE OF OPENING: LOCAL 2654

POSITION: STUDENT SERVICES CLERK

LOCATION: District School Building As Needed:
Current Elementary Placement

JOB GOAL: To support visually impaired curriculum, perform clerical and related duties as assigned. Support students with medical intervention plans and individualized health plans.

QUALIFICATIONS:

- Associate's Degree preferred; or combined education and related work experience
- Experience with Braille conversion equipment preferred
- Familiar with high and low tech visual aids such as magnifying equipment, video magnification software and orientation and mobility supports preferred
- Proficient in MS Office Suite / Google Apps for Education and able to convert documents into different formats
- Proficient in using all office equipment including but not limited to scanner, copier, laminator and Xerox DocuShare required
- Fast learner of new software with little instruction
- Ability to organize materials and time efficiently and to keep neat, accurate records
- Ability to effectively communicate verbally and in writing with students, parents, administrators and staff
- Ability to execute a medical intervention plan when a student is in a medical crisis, including but not limited to giving medication in suppository form, ensuring student safety during medical emergency, communicating with parents and emergency personnel
- Support a student with bathroom needs
- Ability to follow verbal and written instructions
- Two years work experience in a K-12 public school preferred

RESPONSIBILITIES AND DUTIES:

- Assisting in preparing instructional materials appropriate for the students needs
- Quickly and accurately turn around computerized work product
- Assist in supervising, interacting, and working directly with students in the classroom and other settings (i.e. lunchroom, playground, band/music room, restroom, library, field trips, and/or other areas)

- Assist student with medical needs such as seizures, diabetes, and be able to follow medical plan including delivering medication as prescribed by doctor
- Assist school team with student communication both verbally and through Braille conversion equipment
- Prepare and maintain accurate records of student progress for compliance
- Maintain high level of confidentiality
- Performs other duties and functions as assigned by the classroom teacher, principal and director

ACCOUNTABILITY: Student Services Grant & Pupil Accounting Coordinator

AVAILABILITY: 2017-2018 School Year

WORK YEAR: up to 6.75 hours per day; Teacher calendar plus 2 days

WAGES: Per AFSCME Local 2654 CBA

Qualified applicants should apply on-line via AppliTrack at

<http://www.applitrack.com/fitzgerald/onlineapp/>

Until Filled

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