



# 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:** INSTRUCTIONAL SUPPORT PARAPROFESSIONAL  
(Summer School—4 days per week/4.5 hours per day)  
June 25—August 2

**POSTING PERIOD:** April 18, 2018 until filled

**QUALIFICATIONS:**

1. Must meet district Highly Qualified requirements.
2. Exceptional human relation skills, including demonstration of confidence, compassion, and the ability to relate to/work with both students and staff.
3. Positive work history, including good attendance.
4. Bilingual, preferred.

**REPORTS TO:** Albert Lombard, Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Provide one-to-one and/or small group instruction under teacher guidance.
2. Assist in the implementation of academic interventions.
3. Implement research-based “best practice” programs/strategies.
4. Help maintain standards of pupil behavior needed to provide an orderly, productive learning environment while respecting individual student needs.
6. Assist in the evaluation of each pupil’s progress toward meeting his/her learning goals.

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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

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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: April 18, 2018



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## POSTING

**POSITION:** SUMMER MIGRANT EDUCATION PROGRAM PARAPROFESSIONALS  
(3 positions available)

**POSTING PERIOD:** April 18, 2018 until filled

**QUALIFICATIONS:**

1. Must meet Highly Qualified requirements as defined by the Michigan Department of Education
2. Experience working with English Language Learners
3. Bilingual (Spanish) preferred.

**REPORTS TO:** Director of Teaching & Learning

**PERFORMANCE RESPONSIBILITIES:**

1. Assist with provision of literacy and math intervention instruction (based on assessment/student needs), using research/evidence-based strategies.
2. Assist with program and classroom-based assessments to measure growth and inform Instruction.
3. Support implementation of research/evidence-based language development strategies during daily routines and content instruction.
4. Assist the teacher(s) in establishing and maintaining standards of pupil behavior needed to create an orderly, productive, culturally responsive learning environment.
5. Complete documentation per program requirements.
6. Attend all scheduled daily sessions, a program orientation, and at least one evening Family Involvement Activity in addition to the annual Fiesta (August 1<sup>st</sup>).

**Term of Employment:** June 20 – August 3, 2018 (5 days per week, 7:45 AM-3:00 PM)  
Seven sessions will go until 5:00 PM.  
The program will not be in session on July 4 or July 5.

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Interested persons should submit a letter of application and resume with references to:  
Corey Harbaugh, Director of Teaching & Learning  
5 Memorial Drive, Fennville, MI 49408  
charbaugh@fennville.org

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Posted: April 18, 2018



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## POSTING

**POSITION:** **DATA, ASSESSMENT, & INTERVENTION SPECIALIST**  
(1 POSITIONS AVAILABLE: Math & Reading/Literacy)  
**Summer Migrant Education Program**

**POSTING PERIOD:** April 18, 2018 until filled

**QUALIFICATIONS:**

1. Michigan Certification: Elementary K-5 all subjects and/or K-8 All Subjects Self Contained; other certification may be considered;
2. Must meet Highly Qualified requirements as defined by the Michigan Department of Education;
3. Experience teaching English Language Learners
4. Bilingual (Spanish) preferred.

**REPORTS TO:** Director of Teaching & Learning

**PERFORMANCE RESPONSIBILITIES:**

1. Provide individual and group assessments to measure student proficiency; lead efforts to gather and analyze achievement data for Summer Migrant Program.
2. Lead weekly data-team meetings with Migrant Education Program teachers to help plan, monitor, and adjust instruction and intervention.
3. Provide one-on-one and small-group intervention based on demonstrate student proficiency needs.
4. Attend all scheduled daily sessions, including professional development activities, one Parent Involvement Activity, and the annual Fiesta.

**Term of Employment:** June 18 – August 3, 2018 (2 days per week, 14 Hours)  
8:00 AM - 3:00 PM  
Professional Development: 2 days: June 18 & 19, 2018

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Interested persons should submit a letter of application and resume with references to:  
Corey Harbaugh, Director of Teaching & Learning  
5 Memorial Drive, Fennville, MI 49408  
charbaugh@fennville.org

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Posted: April 18, 2018

**JOB POSTING  
HEAD JUNIOR VARSITY FOOTBALL COACH  
FENNVILLE PUBLIC SCHOOLS**

POSITION TITLE:	Head Junior Varsity Football Coach
DEPARTMENT:	Athletics
REPORTS TO:	Athletic Director
APPLICATION PERIOD:	May 2, 2018 until filled

**POSITION DESCRIPTION**

**SUMMARY:**

To assist the head football coach and be in charge of the JV football team and to help each participating student achieve a high level of skill, develop an appreciation for the values of discipline, sportsmanship and increase level of self-esteem.

**HIGHLIGHT:**

Fennville Public Schools will be constructing a new athletic complex, which includes new fields and a new stadium over the next two years 2018-2020. These new facilities will provide a tremendous opportunity for coaching staff to build programs and develop athletes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Works closely with the varsity football coach and the athletic director.
- Assists with off-season strength and conditioning program
- Understands and maintains the standard of the Fennville athletic handbook.
- Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
- Plans and schedules a regular program of practice in season.
- Enforces discipline and sportsmanlike behavior at all times and establishes/oversees penalties for breach of such standards by individual students.
- Assists with plans and schedules within regular program of practice in season.
- Assists with oversight of the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
- Maintains competency in rules, rule interpretations, meet procedures, coaching techniques and general information about all aspects of the sport.
- Establishes performance criteria for eligibility in interscholastic competition in this sport and is consistent in establishing criteria for eligibility in competition.
- Adheres to a highly efficient and technically sound program of injury prevention and follow up.
- Maintains necessary attendance forms, medical records and similar paperwork.
- Accounts for all JV equipment.
- Other duties as assigned by the head coach, Athletic Director, or his/her designee.

**SUPERVISORY RESPONSIBILITIES:**

Supervises student athletes of their particular program.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and /or EXPERIENCE:**

Valid teaching certificate and a degree program with a major or minor in physical education or equivalent hours and courses in coaching theory preferred. Experience in physical education, coaching, first aid, CPR and sports medicine.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, commissions, proportions, percentages, area, circumference and volume.

**REASONING ABILITY:**

Ability to apply common sense and understanding to carry out furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with student, staff and community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to operate a personal computer and related software.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit and run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of this job. The employee occasionally will be required to lift and/or push up to 50 lbs.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation in a quiet as well as a noisy environment and be able to tell where sound is coming from. The employee must be able to communicate to the team in order to give directions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

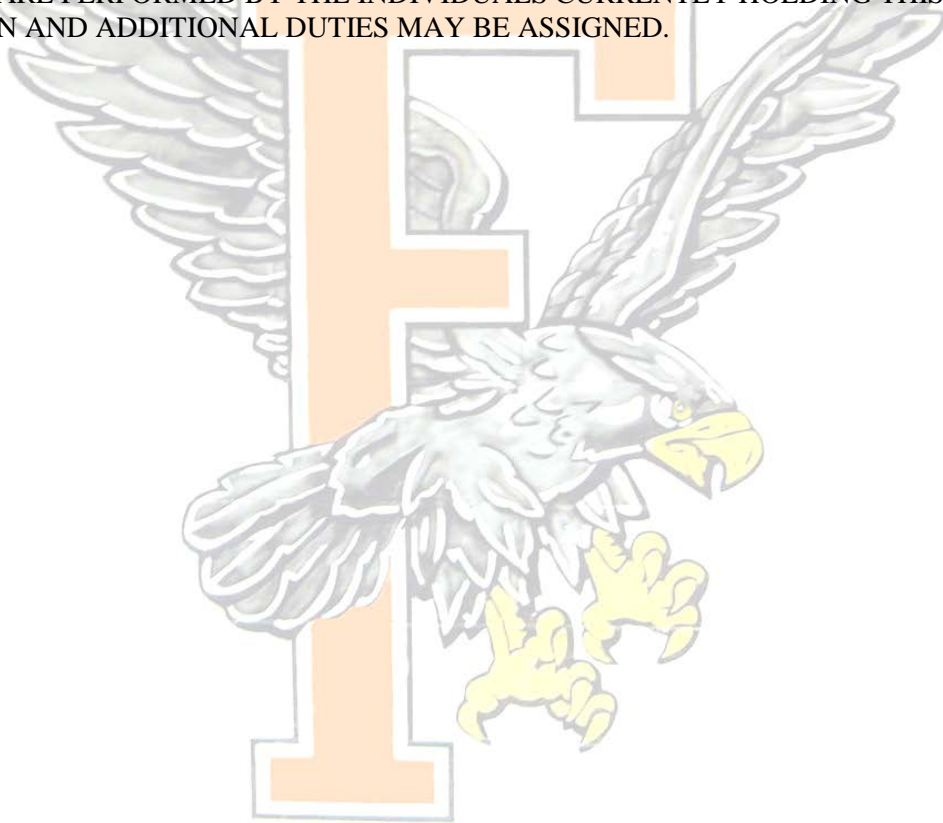
While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct

responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate.

**PLEASE SEND RESUME, LETTER OF INTEREST AND UP TO THREE LETTERS OF RECCOMENDATION TO:**

**FRANK MARIETTA  
4 MEMORIAL DR.  
FENVILLE, MI 49408  
[fmarietta@fenville.org](mailto:fmarietta@fenville.org)**

THE INFORMATION CONTAINED IN THIS JOB DESCRIPTION IS FOR COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT (A.D.A.) AND IS NOT AN EXHAUSTIVE LIST OF THE DUTIES PERFORMED FOR THIS POSITION. ADDITIONAL DUTIES ARE PERFORMED BY THE INDIVIDUALS CURRENTLY HOLDING THIS POSITION AND ADDITIONAL DUTIES MAY BE ASSIGNED.



**JOB POSTING  
ASSISTANT VARSITY FOOTBALL COACH  
FENNVILLE PUBLIC SCHOOLS**

POSITION TITLE:	Assistant Coach, Varsity Football
DEPARTMENT:	Athletics
REPORTS TO:	Athletic Director
APPLICATION PERIOD:	May 2, 2018 until filled

**POSITION DESCRIPTION**

**SUMMARY:**

To assist the head football coach and help each participating student achieve a high level of skill, develop an appreciation for the values of discipline, sportsmanship and increase level of self-esteem.

**HIGHLIGHT:**

Fennville Public Schools will be constructing a new athletic complex, which includes new fields and a new stadium over the next two years 2018-2020. These new facilities will provide a tremendous opportunity for coaching staff to build programs and develop athletes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Works closely with the varsity football coach and athletic director.
- Assists with off-season strength and conditioning program
- Understands and maintains the standard of the Fennville athletic handbook.
- Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
- Assists with plans and schedules within regular program of practice in season.
- Assists with oversight of the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
- Maintains competency in rules, rule interpretations, meet procedures, coaching techniques and general information about all aspects of the sport.
- Establishes performance criteria for eligibility in interscholastic competition in this sport and is consistent in establishing criteria for eligibility in competition.
- Adheres to a highly efficient and technically sound program of injury prevention and follow up.
- Recommends purchase of equipment, supplies and uniforms.
- Maintains necessary attendance forms, medical records and similar paperwork.
- Assists accounts for all equipment.
- Other duties as assigned by the head coach, Athletic Director, or his/her designee.

**SUPERVISORY RESPONSIBILITIES:**

Supervises student athletes of their particular program.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and /or EXPERIENCE:**

Valid teaching certificate and a degree program with a major or minor in physical education or equivalent hours and courses in coaching theory preferred. Experience in physical education, coaching, first aid, CPR and sports medicine.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions to this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with



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