

MEMO TO: All Candidates
FROM: Shawn Vondra, Superintendent
DATE: August 10, 2018
RE: Behavior Interventionist

The Hillsdale Community School District is seeking qualified applicants for the following position beginning with the 2018 – 2019 school year.

Behavior Interventionist: Middle School Level

Description of Responsibilities:

This position reports to and works directly with the building principal. The staff member is responsible for providing supervision and management of students throughout the building. The behavioral interventionist may work with a student or groups of students to facilitate positive and healthy behavior by eliminating negative or destructive conduct. Individuals in this position need to have a solid grasp of behavioral and psychological issues. This position is responsible for monitoring, redirecting and modifying student progress regarding inappropriate behaviors and performance and administering behavior intervention programs to identified students.

Education/Credentials

- Bachelor's Degree. Preferences in Psychology, Sociology, or Counseling

Preferred Experiences

- Experience working with individuals who present behavior challenges
- Experience working with individuals with special needs
- Training/knowledge in positive behavior support systems
- Acquire and maintain certification in Crisis Prevention Intervention (CPI)
- Successful experience working with people with diverse needs

Salary & Benefits

The salary is based on a school year calendar, with a beginning range around \$35-\$40,000 depending on experience and qualifications. Health, dental, vision benefits available, and the state of Michigan public school employee retirement system options also apply.

Qualified applicants should send letter of application and resume to Barbara Wheeler, Davis Middle School Principal, Hillsdale Community Schools, 30 S. Norwood Ave., Hillsdale, MI 49242 by August 24, 2018.

PLEASE POST

E.O.E

MEMO TO: All Applicants
FROM: Shawn Vondra, Superintendent
DATE: September 5, 2018
RE: Open Position

DAVIS MIDDLE SCHOOL

1 Building Secretary

This position is open for eight (8) hours per day. Expected hours of 7:30 a.m - 4:00 p.m. Monday through Friday. Qualifications include a high school diploma and training as a professional secretary. Some college coursework in secretarial skills and/or advanced degree in related areas preferred. Experienced accounting skills preferred. Knowledge of standard office software and student record keeping helpful. Must be proficient in Microsoft Office. The ability to communicate effectively with the public, maintain general office management and work as an office team member is essential. A strong desire to work with students, parents, and the general public is essential.

Anyone interested in this position should send a written letter of application with a resume' to Barbara Wheeler, Davis Middle School Principal, Hillsdale Community Schools, 30 S. Norwood Ave., Hillsdale, MI 49242 by September 11, 2018.

P L E A S E P O S T

E.O.E.

HILLSDALE COMMUNITY SCHOOLS

MEMO TO: All interested applicants
FROM: Shawn Vondra, Superintendent
DATE: September 7, 2018
RE: Open Position

Hillsdale High School

General Education Assistant

6 hours

Qualifications include a high school diploma and 60 semester hours of college credit or compliance with federal regulations to be fully certified by January 1, 2006. This assignment will be a dedicated aide to a visually impaired student and other duties as assigned by the Principal.

Anyone interested in this position should send written application to Amy Goldsmith, Hillsdale High School Principal, Hillsdale Community Schools, 30 S. Norwood Ave., Hillsdale, MI by September 13, 2018 3 p.m.

PLEASE POST

E.O.E.

MEMO TO: All interested applicants
FROM: Shawn Vondra, Superintendent
DATE: September 17, 2018
RE: Open Position

GSRP Instructional Assistant

The work hours are 7:30-3:00 for approximately 30 weeks. There will be additional paid planning time.

Requirements:

Must possess one of the following:

- Associate's Degree in Early Childhood/Preschool Education or child development preferred
- Child Development Associate Credential

Qualifications:

- Experience working with pre-school children
- Certification of CPR and First Aid
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to apply common sense understanding and learned skills while interacting with students and adults
- Ability to develop effective working relationships with students, staff and the school community.

Interested applicants should send letter of application to Jean Michael,
Human Resources, Hillsdale Community Schools, 30 S. Norwood Ave.,
Hillsdale, MI by September 21, 2018 3 pm

PLEASE POST

E.O.E.