

NOTICE OF OPEN POSITION

Tuscola Intermediate School District Announces:

DATE: February 20, 2018

POSITION: Secretary – Regional School Health

LOCATION: Tuscola ISD Administrative Building

WORKING HOURS/YEAR: Up to 8 hours per day; Up to 125 days to be determined by supervisor

RATE OF PAY: Secretary II Wage Schedule of Central Office Nonunion Secretaries' Group
(Starting wage is approximately \$16.18 per hour plus Health, Vision, Dental, Life and Long Term Disability benefits are offered)

MINIMUM QUALIFICATIONS:

- High school diploma or general education degree (GED)
- Associates degree in accounting/secretarial science or related field, or two years of post-secondary secretarial/business training and/or two years of related work experience
- Ability to operate a personal computer and related software
- Competency in basic math, basic accounting, filing, proofreading, spelling and grammar demonstrated by passing the TISD secretarial test with 80% accuracy
- Ability to complete a typing test with a minimum speed of 50 wpm
- Good organizational skills
- Ability to work effectively with the public and staff
- Understanding and ability to follow principles relating to confidentiality
- Expertise in Microsoft Excel, Word, and Power Point
- Knowledge of Medicaid or Related field preferred

IMMEDIATE SUPERVISOR: Betsy Dillon

STARTING DATE: Immediately

APPLICATION PROCEDURE: Please forward your letter of application, resume, transcripts, and completed application, to:

Amanda Astley
Tuscola Intermediate School District
1385 Cleaver Road, Caro, MI 48723
aastley@tuscolaisd.org

*Applicants with credentials on file at the Tuscola Intermediate School District need only to submit a letter of application.

DEADLINE: February 28, 2018 or Until Filled

Posted By: _____

Signature

Date

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Tuscola Intermediate School District that no person shall, on the basis of religion, race, color, national origin, sex, disability, age, marital status, height, weight, arrest record, and familial status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or employment. Inquiries regarding this policy should be directed to the Tuscola ISD Superintendent, 1385 Cleaver Road, Caro, Michigan 48723, (989) 673-2144.

NOTICE OF OPEN POSITION

Tuscola Intermediate School District Announces:

DATE: March 7, 2018

POSITION: Secretary – Regional School Health

LOCATION: Tuscola ISD Administrative Building

WORKING HOURS/YEAR: Up to 8 hours per day; Up to 125 days to be determined by supervisor

RATE OF PAY: Secretary II Wage Schedule of Central Office Nonunion Secretaries' Group
(Starting wage is approximately \$16.18 per hour plus Health, Vision, Dental, Life and Long Term Disability benefits are offered)

MINIMUM QUALIFICATIONS:

- High school diploma or general education degree (GED)
- Associates degree in accounting/secretarial science or related field, or two years of post-secondary secretarial/business training and/or two years of related work experience
- Ability to operate a personal computer and related software
- Competency in basic math, basic accounting, filing, proofreading, spelling and grammar demonstrated by passing the TISD secretarial test with 80% accuracy
- Ability to complete a typing test with a minimum speed of 50 wpm
- Good organizational skills
- Ability to work effectively with the public and staff
- Understanding and ability to follow principles relating to confidentiality
- Expertise in Microsoft Excel, Word, and Power Point

IMMEDIATE SUPERVISOR: Betsy Dillon

STARTING DATE: Immediately

APPLICATION PROCEDURE: Please forward your letter of application, resume, transcripts, and completed application, to:

Amanda Astley
Tuscola Intermediate School District
1385 Cleaver Road, Caro, MI 48723
aastley@tuscolaisd.org

*Applicants with credentials on file at the Tuscola Intermediate School District need only to submit a letter of application.

DEADLINE: March 14, 2018

Posted By: Betsy Dillon Signature March 7, 2018 Date

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Tuscola Intermediate School District that no person shall, on the basis of religion, race, color, national origin, sex, disability, age, marital status, height, weight, arrest record, and familial status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or employment. Inquiries regarding this policy should be directed to the Tuscola ISD Superintendent, 1385 Cleaver Road, Caro, Michigan 48723, (989) 673-2144.

NOTICE OF ADMINISTRATIVE POSITION

Tuscola Intermediate School District Announces:

Date of Posting: March 12, 2018

Deadline for Application: April 4, 2018

POSITION: Transition Coordinator
LOCATION: Tuscola ISD – Transition House
WORKING YEAR: Up to 210 Days in a typical school year

MINIMUM QUALIFICATIONS:

- Bachelor's or Graduate Degree in special education or a field related to the transition of youth with disabilities
- 3 years of satisfactory teaching in special or vocational education at the secondary level or a minimum of 3 years of satisfactory employment providing transition related service to individuals with disabilities ages 13 to 26

SALARY & BENEFITS: As approved by the Tuscola ISD Board of Education

STARTING DATE: Immediately

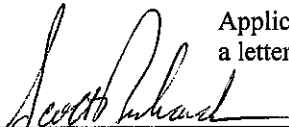
CONTACT: Scott Richards at 989.673.2144 ext. 30411 for more information.

APPLICATION PROCEDURE:

Please forward your letter of application, resume, credentials, transcripts, and completed application to:

Amanda Astley
1385 Cleaver Road
Caro, MI 48723
aastley@tuscolaisd.org

Applicants with credentials on file at the Tuscola Intermediate School District need only to submit a letter of application.

Posted By: 
Signature

3-12-18
Date

For Office Use Only

PLEASE POST: TTC-2, HPS-2, TISD Admin Bldg., REMC
Other: _____

COPIES TO: Supt., Asst. Supt.
Other: _____

9/1/01 white

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Tuscola Intermediate School District that no person shall, on the basis of religion, race, color, national origin, sex, disability, age, marital status, height, weight, arrest record, and familial status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or employment. Inquiries regarding this policy should be directed to the Tuscola ISD Superintendent, 1385 Cleaver Road, Caro, Michigan 48723, (989) 673-2144.

NOTICE OF VACANCY

Certified Personnel

Tuscola Intermediate School District Announces:

Date of Posting: March 12, 2018

***Deadline for Application:** April 4, 2018 or Until Filled

POSITION: School Psychologist

IMMEDIATE SUPERVISOR: Eric Kunisch

WORKING YEAR: 2017-18 School Year

MINIMUM QUALIFICATIONS: Must meet MDE requirements for school psychologist, preliminary school psychologist, or Michigan fully licensed school psychologist with experience in educational evaluation. Must have a working knowledge of MTSS principles and practices.

SALARY, BENEFITS, WORKING CONDITIONS: Per Master Agreement

STARTING DATE: Immediately

APPLICATION PROCEDURE: Please forward your letter of application, resume, credentials, transcripts, and completed application, to:

Amanda Astley
Tuscola Intermediate School District
1385 Cleaver Road, Caro, MI 48723
aastley@tuscolaisd.org

*Applicants with credentials on file at the Tuscola Intermediate School District need only to submit a letter of application.

*FOR BARGAINING UNIT MEMBERS, NOTICE SHALL BE POSTED ON THE BULLETIN BOARDS IN EACH BUILDING FOR NO LESS THAN TEN (10) DAYS.

Posted By: _____

Signature

3-12-18

Date

For Office Use Only

PLEASE POST: TTC-2, HPS-2, TISD Admin Bldg., REMC, Pioneer Work & Learn

Other: _____

COPIES TO: TIPPA President, TIEA President, Supt., Asst. Supt., By Certified Mail to TIEA Members on Layoff (if applicable)

Other: _____

2/6/04 green

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Tuscola Intermediate School District that no person shall, on the basis of religion, race, color, national origin, sex, disability, age, marital status, height, weight, arrest record, and familial status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or employment. Inquiries regarding this policy should be directed to the Tuscola ISD Superintendent, 1385 Cleaver Road, Caro, Michigan 48723, (989) 673-2144.