

Appendix A
Tawas Area Schools
Educational Assistant Vacancy
2024-2025

Minimum Qualifications
(For Job Posting Purposes Only)

1. 18 years of age or older and a high school graduate/GED.
2. Two years of acceptable experience or training beyond high school diploma.
3. Ability and willingness to provide custodial care duties for student(s) may be part of the position.
4. Ability to deal with students, staff and public with tact and courtesy.
5. Dependable and must have a good attendance record.
6. Must take and pass a physical examination by the school physician before hiring.
7. The ability to develop and maintain a positive attitude toward the job and the school system in general.
8. Be able to work effectively with the students assigned by the teacher to the satisfaction of the teacher and a building supervisor or administrator.
9. Ability to read, write, communicate and work with staff, students, and the public in an effective and positive manner.
10. Ability to handle confidential information with discretion.
11. Knowledge of school machines preferred (copy machine, fax, computers, ability to do minimal typing, etc.).
12. It is the district's expectation that the individual will show initiative, present a good public image, and conduct good public relations.
13. New employees must sign a certified statement, under penalty of perjury, that he or she is a citizen or national of the United States or an alien authorized to be employed in the United States.
14. Educational Assistants who work in the transportation department will be required to have a CDL license.
15. Must successfully complete drug screening, background check and fingerprinting and pay for the processing of those items. Must complete a pre-employment physical which will be paid for by the district.

****Any educational assistant that is employed in a federally funded program such as Title I must also comply with the following requirements per the NCLB Act of 2001: Employee must have completed at least 2 years of study at an institution of higher education (equal to 60 semester hours), or obtained an associates degree (or higher), or meet rigorous standards through formal state or local academic assessment of ability to assist in instructing reading, writing and mathematics. (No Child Left Behind Act of 2001).**

Note – Just for Information:

This position is for a special education educational assistant in the elementary school. Responsibilities include special education aide duties, classroom assistance, lunch room duties and other duties as assigned by the supervisor. The position is for 7 hours per day, 5 days per week.

****A \$1,000 signing bonus is available. More details will be provided during the interview process. ****

All interested persons should apply in writing to the following:

Tawas Area Schools
Attn: Lindsay Harvey (lharvey@tawas.net)
245 W. M-55
Tawas City, MI 48763

Applications will be accepted until this position is filled.

Posting Date: Friday, February 7, 2025

The Tawas Area School District does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and services, including employment opportunities.