

# WHITEHALL DISTRICT SCHOOLS

Business Office – 541 E. Slocum Street – Whitehall, MI – 49461 – 231-893-1010

## Job Posting

Post Date: March, 2024  
Position Description: Special Education/Health Aide (M-F)  
Application Deadline: Reviewed as received

### Job Description and Essential Functions

- Support students within the classroom and school setting in order to achieve their least restrictive environment
- Assist students with disabilities to safely access and participate in all educational settings
- Safely and caringly perform health care duties and / or behavioral intervention supports assigned by principal, special education supervisor, or case manager (CPI-intervention)
- Participate in training provided by PT or OT in order to perform assigned duties, i.e., toileting, wheelchair transfer, catheterization, etc., as needed
- Maintain daily records of procedures and / or interventions performed in the school setting
- Assist students in achieving success in regular or special education classes
- Provide instructional assistance and other duties as available
- Ability to implement behavioral supports and/or follow behavioral plan
- Assist with student personal care needs

### Qualifications

- High school diploma or equivalent
- Ability to implement behavioral supports and/or follow behavioral plan
- Previous experience with children or young adults desirable
- Ability to track basic data and maintain records
- Willingness to be trained in health care duties
- Problem solver, cooperative, and collaborative worker
- Self-directed
- Preferred: CPI trained and certified
- Preferred: Prior training in health services and/or willingness to receive training in health care responsibilities

Reports To: Director of Special Education; Building Principal

**Individuals interested in applying for this position should email their letter of interest, resume and references to: [ronaldbailey@whitehallschools.net](mailto:ronaldbailey@whitehallschools.net) or [kirstenbolles@whitehallschools.net](mailto:kirstenbolles@whitehallschools.net). Thank you.**

Postings available at: [Whitehall District Schools Job Postings](#)

WHITEHALL DISTRICT SCHOOLS NON-DISCRIMINATION POLICY

It is the policy of Whitehall District Schools that no person shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Coordinator – School Superintendent, 541 E. Slocum Street, Whitehall, MI 49461 Phone 231-893-1005. Adopted by the Board of Education, April 27, 1992.