



TECUMSEH PUBLIC SCHOOLS

212 N. Ottawa Street • Tecumseh • Michigan • 49286 • 517.423.2167 • 423.3847 (F)

Job Posting

Instructional Assistant

Internal & External Candidates Accepted

Location: Tecumseh Public Schools • Immediate Supervisor: Building Principal

Required Qualifications:

- High school diploma or equivalent
- Must be an energetic self-starter, team player (position works closely and takes direction by the classroom teacher), and have a positive, caring attitude towards children
- Good communication skills required
- Prefer experience working with children with special needs, and prior experience in special education setting
- Other desired qualifications: understanding of curriculum, medical background, and trained to work with special needs students

General Information/Duties:

- Primary responsibility is to assist students with special needs to be as successful as possible
- Assist classroom teacher in creating classroom materials
- All other duties consistent with the scope of the job as assigned by the building principal

Terms of Employment:

This is a Monday-Friday position at 6.5 hours per day (hours may fluctuate with district needs). The hourly rate of pay is per the Instructional Assistant schedule, dependent upon experience.

Please submit letters of interest, resume, references, etc. by way of the TPS online application system at <https://www.tps.k12.mi.us/departments/hr>. **NOTICE: Invitation to interview will be sent to email addresses provided on applications.**

TECUMSEH PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

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JoAnna Keebler, Director of Human Resources