



**Richard Machesky Ed.D.**  
Superintendent of Schools

*Administration Building*  
4400 Livernois  
Troy, MI 48098

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## Please Post

**Position :** Student Support Aide  
**Location :** To Be Determined  
**Reports to:** Special Education Director/Building Principal  
**Rate:** \$15.00/Hour, 6.5 Hours Per Day, School Days Only  
**Deadline Date:** Until Filled  
**Starting Date:** To Be Determined

***\*Please note: This job will be hired and paid through our third-party contractor***

### Qualifications:

- High School Diploma, or its equivalent
- Interest in working directly with students who have behavioral needs
- CPI training preferred
- Previous experience or interest in working directly with children who have unique needs
- Ability to establish good rapport with adults and young children
- Demonstrated record of good attendance and punctuality
- Demonstrated strong communication and interpersonal skills
- Demonstrated ability to handle high stress situations in a calm and appropriate manner, while making good decisions
- Demonstrated ability to speak clearly and concisely both in oral and written communication

### Description:

- Provide one on one or small group support to students with significant behavioral needs
- Follows direction of Program Teacher and other professional staff who support the program
- Provide direct support to
- Represent the District and Edustaff in a professional manner by performing all ay functions at a satisfactory or above level
- Interact with co-workers, administration, students, parents and the community in positive, supportive, and cooperative ways
- Performs other related duties, including special projects, as required or requested, consistent with reasonable expectations for the contracted position

### Responsibilities:

- Follows direction of Program Teacher and other professional staff who support the program
- Provide direct support to individual and groups of students in all school settings, including assistance with daily living tasks such as eating, grooming and toileting as needed
- Promote independence while maintaining safety for all program students
- Communicate with parents only as assigned by program teacher
- Maintain confidentiality regarding student information
- Additional duties appropriate to the position as assigned

### Physical Requirements:

- Ability to walk/sit/stand for extended periods of time
- Occasional bending/squatting/reaching/kneeling/twisting
- Continuous ability to see and hear

**Method of Application:**

All interested applicants apply at: <https://www.applitrack.com/troy/onlineapp/>.

Please upload your letter of interest, resume, letter(s) of recommendation, transcripts, and other pertinent data directly to your Applitrack application. **Please do not fax, email or send applications** directly to the District. Questions regarding your application process should be directed to the Assistant Superintendent of Employee Services/Troy School District.

**Nondiscrimination:**

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 Troy School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Troy School District has a Title VI, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions, or complaints for administering the nondiscrimination grievance procedure should be directed to the Assistant Superintendent of Employee Services/Troy School District.

An Equal Opportunity/Affirmative Action Employer/Program. Aids and auxiliary services are available upon request to individuals with disabilities.