



**MAYVILLE COMMUNITY SCHOOLS**

**Mayville, Michigan 48744**

**"STRIVING TO BECOME THE DESTINATION DISTRICT OF THE THUMB"**

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DATE: August 5, 2025

SUBJECT: Position Vacancy Posting—Special Education 1:1 Aide

The following position is hereby posted as vacant:

CLASSIFICATION: (1) Special Education 1:1 Aide

LOCATION: Middle/High School

JOB DESCRIPTION: Special Education Aide 5.95 hours/day

QUALIFICATIONS: Mayville Middle/High School for the 2025-2026 school year to assist student(s) with services in the classroom.

The successful candidate will work under the direction of the building Principal, Special Education Teacher, General Education Teacher and Coordinator of Special Education.

**RESPONSIBILITIES and REQUIREMENTS**

- Preferred (not required) prior experience in a Special Education classroom or prior work with students with disabilities
- Assist and monitor students with services in both instructional and non-instructional activities as determined by the primary teacher
- Able to utilize positive behavior support strategies
- Must be an effective team player
- Reliable, punctual and able to maintain strict confidentiality
- Collect data and complete accurate documentation as directed
- Applicants must submit to a criminal background check

APPLICATION

DEADLINE: Wednesday, August 13, 2025

Jenna Tetil, Principal

Mayville Middle/High School, 6210 Fulton St, Mayville, MI 48744

Email letter of interest and current resume to: [jenna.tetil@mayvilleschools.org](mailto:jenna.tetil@mayvilleschools.org)