

**Central Office**

Katie VanConant, Superintendent/SCC Principal
175 East Aitken Road
Peck, MI 48466
Phone: (810) 648-4700
Fax: (810) 648-4834

Special Education

Renee Jansen, Director
175 East Aitken Road
Peck, MI 48466
Phone: (810) 648-4700
Fax: (810) 648-4834

VACANCY NOTICE

Internal / External
May 19, 2025

The Sanilac Intermediate School District has an opening for the following position:

Position: Engineering & Design Paraprofessional

Salary: Wage and benefits to be in accordance with the Master Agreement

**Certification/
Qualifications:**

High School Diploma
Experience with fabrication and welding preferred
Organizational skills
Classroom management skills

**Deadline for
Applications:**

June 13, 2025

**Start Date:
Performance**

August 18, 2025

Responsibilities:

1. Assist teacher in planning for instruction.
2. Maintain a positive climate for teaching and learning.
3. Organize instructional activities that complement and enhance the learning process.
4. Interact positively and appropriately with students, parents, and other staff members.
5. Develop and maintain a vision for the program.
6. Maintain facilities and equipment in a safe, clean, and organized manner.
7. Stay current with industry needs, trends, and relative issues.
8. Orient and acquaint students with the policies, regulations, services, resources and programs of the Sanilac Intermediate School District and Sanilac Career Center.
9. Maintain confidentiality of student records and information.
10. Provide enthusiastic and creative leadership for all students and assist them in taking full advantage of their educational opportunities.
11. Complete all duties as assigned by administration.

If you are qualified and are interested in this position, please submit letter of application and resume.

Katie VanConant, Superintendent/Principal
Sanilac Career Center
175 E. Aitken Road

"Recognizing the value and needs of each person, the Mission of the Sanilac Intermediate School District is to provide leadership and deliver quality educational programs and services to local school districts resulting in improved learning for all."

It is the policy of the Sanilac Intermediate School District that no person shall, on the basis of religion, race, color, national origin, gender, handicap, age, height, weight, marital status or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during programs, activities, and employment. Inquiries regarding this policy should be directed to Renee Jansen, Special Education Director, 175 East Aitken Road, Peck, MI 48466 (810) 648-4700.

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