

Special Education Aide - High School

Post Date: September, 2025

Application Deadline: Reviewed as received

Position Summary

Whitehall District Schools is seeking a compassionate and dedicated individual to work as an Independence Facilitator and Health Care Aide, supporting students with special education needs. This role combines direct support within the classroom and school environment with health care responsibilities to ensure students achieve their full potential in the Least Restrictive Environment (LRE).

Essential Duties

- Support students within the classroom and school setting in order to achieve their Least Restrictive Environment
- Closely follow and execute procedures and plans that have been developed for individual students as they relate to behavior or health needs
- Collaborate with staff and administrators to maintain health communication and partnership.
- Work under the direction of a supervising teacher, principal and special education administrator to provide students access to the curriculum and environment
- Participate in training provided by RN, PT, SLP, SP, or OT in order to perform assigned duties, i.e. toileting and wheelchair transfer, etc. as needed
- Safely and caringly perform health care duties assigned by the principal and special education administrator
- Maintain accurate and timely daily records of procedures and/or interventions performed in the school setting; both in writing and electronically
- Assist students with disabilities to safely participate in all educational settings
- Assist students with personal care/health/nutrition needs, including the administration of medication as prescribed
- Assist students in achieving success in regular or special education classes
- Provide instructional assistance and perform other duties as assigned

Education and Experience

- High school diploma or equivalent required; additional education preferred (60+ college credit hours, associate's degree, or passing a competency assessment such as WorkKeys or ETS Parapro).
- Experience with children or young adults preferred.
- Willingness to undergo training in health care procedures and behavioral de-escalation strategies (e.g. TCIS).
- Strong problem-solving skills, adaptability, and effective communication.
- A caring and collaborative approach with the ability to implement individualized support.

Individuals interested in applying for this position should email their resume, letter of interest and references to: 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.