



MANISTEE AREA PUBLIC SCHOOLS

Skill Building Technician

(school based)

Posting 3/10/25 (internal/external)

JOB SUMMARY: MAPS (Manistee Area Public School) is searching for a skill building technician who supports the needs of young learners. This work grows student independence, confidence, and social-emotional well being within the school environment.

KEY RESPONSIBILITIES:

- Implement behavioral interventions for students needing skill building, and teach/role model appropriate behaviors and school-readiness skills.
- Teach and support student skills and independence in: observing personal space, listening and responding to instruction, following routines, and increasing endurance for non-preferred learning activities.
- Teach and support students in their development of: social skills, safe interactions, making friends, and being part of a classroom community.
- Understand the likes, dislikes, hopes, and dreams of the student and family, and see skill building as incremental, but continuous growth.
- Learn and implement Crisis Prevention and behavior protocols.
- Be available for monthly before/after school team meetings.
- Collect data for daily growth logs, summarize logs into weekly and monthly templates as directed by supervisor.
- Promote a positive image of MAPS while contributing to the organization for its growth.
- Facilitate teamwork between all team members via open communication, responsibility sharing, and a cooperative attitude.
- Comply with all laws and regulations regarding reporting suspected abuse and neglect.
- Maintain the confidentiality of all restricted information, data, and reports. Respect the privacy and dignity of each child.

HOURS: Minimum of 20 hrs, maximum of 38 hrs per school week. Follows the school calendar year.

WAGE: Hourly wage begins at \$18, adjusted for experience. Bachelor's degree begins at \$22, adjusted for experience.

QUALIFICATIONS: RBT (Register Behavior Technician) or evidence of work toward credentials or experience toward RBT.

Preferred: Bachelor's degree with coursework in at least 2 college courses relating to child/adolescent development, applied behavior analysis, psychology of learning, education and/or communication disorders.

Requirements for MAPS employees:

- You must be 18 years of age or older.
- You must possess a High School diploma.
- In accordance with Michigan law, all candidates must be able to clear a criminal history check before employment.

EXPIRATION DATE: Until Filled

TO APPLY:

Internal

Email or Letter of Interest

External

Letter of Interest, resume, application, credentials, transcripts.

Submit required materials to :

Sara Schubert, sschubert@manistee.org

District Policy: *Nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in all activities and employment.*

SUPPORT STAFF APPLICATION FORM

_____ **POSITION**
APPLYING FOR DATE OF APPLICATION

NAME: _____

MAILING ADDRESS: Number / Street / Road Apt. # or P.O. Box

City State ZIP CODE

Telephone # Cell Phone # Email Address _____ **Home**

ARE YOU PRESENTLY EMPLOYED? _____ **PRESENT/LAST SALARY** _____

ARE YOU A U.S. CITIZEN? _____ **YES** _____ **NO**
(hrly/wkly/yrly)

CURRENT EMPLOYER: _____

ADDRESS/CURRENT EMPLOYER: _____

CONTACT PERSON: _____ **PHONE #:** _____

MAY YOUR PRESENT EMPLOYER BE CONTACTED? [] Yes [] No

WHEN WOULD YOU BE AVAILABLE FOR A PERSONAL INTERVIEW? _____

WORK EXPERIENCE:

Name/Address of Employer	Supervisor's Name & Phone Number	OK to contact? (yes/no)	Nature of Work	Employment Dates From - To	Reason for Leaving

EDUCATION AND PROFESSIONAL TRAINING:

List High Schools, Colleges/ Technology School &/or Universities Attended	Location	Years Attended or Graduated & Degrees Received	Area of Study

ARE YOU PRESENTLY WORKING TOWARD A HIGHER DEGREE? ____ YES ____ NO IF
“YES,” WHAT IS YOUR EXPECTED COMPLETION DATE AND DEGREE EXPECTED? _____

CHARACTER REFERENCES:

NAME	POSITION TITLE	ADDRESS	PHONE NUMBER & EMAIL ADDRESS

EXPERIENCE WORKING WITH STUDENTS: ~~List experiences you have had working with young people,~~
i.e., scout work, summer camps, etc.

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ____ YES ____ NO
IF “YES,” INDICATE THE TYPE OF CONVICTION, DATE, AND COURT WHERE THE CONVICTION
OCCURRED:

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR (excluding a minor traffic offense)? ____ YES ____ NO (Note: Conviction record will not necessarily be a bar to employment.)

I hereby consent that any former or current employer, whether named in this application or not, may release all employment records of the applicant to the District. I also consent to a physical and drug test as part of the screening process. I understand I must undergo a Criminal History Record Check.

I hereby authorize the District to inquire and verify any information contained on this application for employment, and the District shall not be liable for any damages which may result from such inquiry or verification. I understand that making any misleading or untruthful statement on this application may result in my dismissal. If accepted for employment, I understand that this application will become a permanent part of my personnel records.

I further agree to comply with all rules, regulations, and policies of Manistee Area Public Schools and agree that my employment status is “at will” and, thus, I may be terminated for cause or no cause at any time, and I may terminate my employment at any time for any reason. Upon my termination, I authorize the release of reference information regarding my work history with Manistee Area Public Schools.”

Signature (Full Name) Date

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.