



Mecosta-Osceola Intermediate School District

15760 190th Avenue, Big Rapids, MI 49307
Phone: (231) 796-3543 | Fax: (231) 559-0505 | www.moisd.org

2627-31 Notice of Vacancy

Title: Virtual Services Assistant

Department: Special Education

Start Date: As soon as possible

Classification/FLSA: Non-Union | Non-Exempt

Duration: Part-time school year position | Approx 25 hours per week

Reports to: MOISD Special Education Supervisor

Working Location: Multiple locations within Mecosta-Osceola ISD

Position Summary: Under the general supervision of the MOISD Special Education Supervisor and the school principal, with guidance from instructional staff, the Monitor provides in-person assistance to a virtual therapist or evaluator and supports students during synchronous virtual sessions. The Monitor must have reliable personal transportation and the ability to transport self to assigned school(s) within the ISD; the work assignment location is dependent upon classroom needs and may change during the workday with little advance notice.

Professional Requirements / Education and Experience

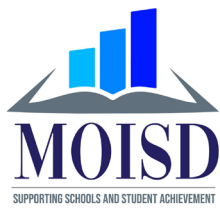
- Minimum high school diploma.
- Must possess a combination of education and/or experience that demonstrates the ability to provide support to students, individually or in small group settings.
- Proficient use and operation of technology devices (i.e. Chromebooks, iPads, laptops, desktop computers, projectors).
- Must possess a valid Michigan driver's license.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Essential Duties

- Actively facilitates and supports student independence and participation with learning and assessment through synchronous virtual instruction.
- Assists students with operating and navigating technology, including basic troubleshooting of device operations, cameras, learning platforms, and learning tools.
- Supports the virtual therapist with maintaining a positive, engaging, and safe environment by implementing positive behavior support.
- Provides supervision to assigned students in the therapy location and transitional periods.
- Participates in professional learning for the purpose of acquiring and/or conveying information relative to job functions, as assigned.
- Regular, reliable, and prompt attendance.
- Ability to assume responsibility to transport self to worksites as assigned, and willingness to adapt to occasional changes to location during the workday.
- Other duties as assigned by the Assistant Superintendent of Special Education Services or designee.

Supporting Schools and Student Achievement

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, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate 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 excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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Compensation/Benefits: \$20.00/hour

Posting date: 10/01/2026

Application deadline: 10/10/2026 or until filled

Please submit a cover letter, resumé with references, and applicable transcripts to:

Dana M. Boglarsky, Human Resources Specialist

Email: jobs@moisd.org

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