



Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

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2324-52

**NOTICE OF
VACANCY**

Title: Aide, Great Start Readiness Program

Start date: August 19, 2024

Classification/FLSA: Non-exempt, Non-union

Duration: Full-time school year, approximately 130 days

7.5 hours per day Monday-Thursday, one half day Friday per month

Reports to: Assistant Superintendent of Instructional Services

Location: Mecosta

Position Summary: The GSRP Aide works collaboratively under the direction of the Lead Teacher, and with the Great Start Readiness team, to provide effective programming for students. This role involves supporting classroom activities, maintaining a clean and organized classroom, and helping to foster a safe and nurturing learning environment for preschool aged children.

Professional Requirements / Education and Experience

- Minimum high school diploma.
- Experience working with young children in an educational or childcare setting preferred.
- Understanding of child development principles and early childhood education best practices.
- Strong communication skills. Ability to work effectively as part of a team.
- Physical ability to lift and engage with students during activities.
- Patience, flexibility, and a genuine love for working with young children.
- Must meet child daycare licensing requirements, including CPR and First Aid certification (or willingness to obtain) negative TB test.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Essential Duties

- Be a good speech model and demonstrate correct grammar - both written and spoken.
- Prepare materials and set up classroom activities as directed by the lead teacher.
- Supervise children during indoor and outdoor activities, ensuring their safety and engagement.
- Demonstrate patience with students, assist them in problem-solving and support them as they learn self-help skills.
- Engage with children in a warm, caring, and responsive manner; support the development of social, emotional, and cognitive skills through play and structured activities.
- Assist with personal care tasks as needed, including toileting, diapering, hand washing, and mealtime routines.
- Follow all school policies and procedures related to health, safety, and emergency protocols.
- Communicate effectively with the teaching team about student progress, concerns, and classroom needs.
- Participate in staff meetings, training sessions, and professional development opportunities.
- Assume responsibility to transport self to assigned worksites and maintain regular, reliable and prompt attendance.
- Other duties as assigned by Assistant Superintendent of Instructional 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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Physical Requirements: While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, sit, and talk or hear. The employee is frequently required to use hands, handle or feel objects; climb or balance; sit on floor; stoop, kneel, crouch, or crawl. The employee is frequently required to bend or twist at the neck and trunk more than the average person. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. The employee must be able to transfer and/or lift up to 50 pounds. The noise level in this environment is moderate to loud. Duties are performed both indoors and outdoors.

Compensation: \$12.50 hourly + annual merit bonus

Benefits: Employee medical, dental, vision, life/add & ltd, employee assistance program; MPERS retirement; Paid sick and personal leave, paid holidays; Opportunities for internal advancement, professional development and tuition reimbursement.

Posting date: 06/11/2024

Application deadline: 06/21/2024 or until filled

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

Jessica R. Ross, Human Resources Coordinator

Email: jobs@moisd.org

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