

GLADWIN COMMUNITY SCHOOLS

VACANCY POSTINGS

TITLE: District Assistant

LOCATION: Gladwin Intermediate School

RATE OF PAY: \$13.00 to \$16.32 (current union contract)

HOURS TO BE WORKED: To be determined-Approximately 5.5 Hrs (School days only)

CLASSIFICATION: Assistant

JOB DESCRIPTION: Supervise students during lunch, recess, detention and hallway passing times. Assist the building secretary in the office, answering phones, helping students and parents. Perform crossing guard duties, if needed. The assistant may be assigned other support duties by the building principal.

QUALIFICATIONS: High School diploma or equivalent.
1. Ability and willingness to work with small group instruction
2. Must demonstrate appropriate qualifications before assuming position
3. Willingness to assist all students in learning
4. Willingness to assist students during outside recess

Interested persons must submit an application or letter of application in person, by mail, or by email by 4:00 p.m., Until Filled to:

Mandi Zaborowski, Director of Business
Gladwin Community Schools
mszaborowski@gladwinschools.net
401 N. Bowery Avenue, 2nd Floor
Gladwin Michigan 48624

Posted January 15, 2024

It is the policy of the Gladwin Community School District that no person shall on the basis of sex, race, color, national origin, or handicap be excluded from participating in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.