



NEWLOTHROP AREA PUBLIC SCHOOLS

INTERNAL/EXTERNAL POSTING

Preschool Aide

New Lothrop Elementary

June 4, 2025

Position Detail

- Approximately 29 hours per week
 - 7:30 a.m. – 3:30 p.m. Monday - Thursday
- Beginning with the 2025-26 school year and follows Preschool calendar.
- Pay determined by Support Association Contract/Aide Classification

Qualifications

- High School Diploma
- Previous experience working with preschool age children and/or special needs students desired.
- Willing to be trained and mentored as a member of high-quality early childhood team.
- Positively interact with children during daily activities including indoor play, outdoor play, small group times and meals.
- Associate Degree in Early Childhood Education or Child Development, required or
- A valid Preschool CDA (Child Development Accreditation)
- CPR/First Aide training required
- Must meet State of Michigan Child Care Licensing Training Requirements
- Ability to exercise good judgment in all situations
- Require successful completion of Child Care Background Check and Michigan Fingerprinting.
- Must log 16 hours of Professional Development each year and keep up on all trainings
- Experience with GSRP programs preferred
- Must follow Licensing Rules for GSRP and Child Care Centers
- Sense of responsibility, dependability, and promptness
- Upbeat personality with a team player attitude
- Positive image as a loyal representative of New Lothrop Area Public Schools
- Experience working with students
- Letter of Intent, Resume, Copy of transcript(s)

Please send the required documentation by the posted deadline to:

New Lothrop Area Public Schools

Kelly Green, Executive Assistant

9285 Easton Road, P.O. Box 339, New Lothrop, MI 48460

Or via email to kgreen@newlothrop.k12.mi.us

Deadline: June 18, 2025 or until filled

The New Lothrop Area Public School District has a policy that no person shall on the basis of age, sex, race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.