



READING COMMUNITY SCHOOLS

VACANCY NOTICE

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Reading Community Schools is posting the following position(s) for the 2025-2026 school year:

Great Start Readiness Program (GSRP) Child Care Aide (Part-Time)

Deadline: Until filled, with a start date of September 2025

Position Overview: Assist the Teacher and Teacher Assistant in the classroom to help provide and maintain an environment which fosters the children's positive development and meets local and state requirements.

Reports to: Classroom lead teacher and building principal

Essential Job Functions:

1. Demonstrate flexibility and adaptability during the workday and throughout the year due to staff changes and program requirements.
2. Work cooperatively with all staff.
3. Participate in professional development.
4. Know and function in accordance with GSRP and other program guidelines, including Hillsdale Community Schools Personnel Policies and Procedures.
5. Understand the confidential nature of the work involved and treat information gained accordingly.
6. Assist team members with completion of all required paperwork in a timely and accurate manner per program procedures, as needed.
7. Work cooperatively with team members to promote parent participation in all program areas.
8. Supervise children at all times, always using a calm voice in a patient and approachable manner; maintain and communicate an accurate count throughout the day with team members.
9. Represent the district and school in a professional and positive manner in all settings including social media.



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10. Assist in setting up the classroom environment each day maintaining an awareness of current lesson plan and CLASS requirements, as needed.
11. Work as a team in sharing responsibility for cleaning and organizing the classroom.
12. Work as a team in aiding children in toileting and changing of clothing.
13. Develop a positive and respectful relationship with children.
14. Work as a team to implement a consistent daily routine.
15. Engage with students in a positive manner during all parts of the day.
16. Sit with children during meal times and model good nutritional habits, including family style serving, manners and conversation. Staff are expected to participate and eat with children.
17. Complete tasks in a reasonable length of time.
18. Assist in the classroom completing tasks as requested by the teacher and teacher assistant. This includes helping with documentation, lesson plans, etc.
19. Ongoing communication with staff regarding classroom, staff and family interactions.
20. Be available for other job-related tasks as requested by the director.

Other Hiring Contingencies: Must be able to pass all required background checks. A negative TB test within the last 12 months or before starting position.

Training: All staff will participate in professional development training and ongoing training as deemed appropriate by the director.

Send letter of interest, resume, copy of current MI teaching certificate, transcripts and letters of reference to:

Reading Community Schools
Attn: Martin DuBois, Superintendent
301 Chestnut Street
Reading, MI 49274
517-283-2166



READING COMMUNITY SCHOOLS

Reading Community Schools does not discriminate on the basis of race, color, religion, sex or national origin.