



North Central Academy
5055 Corey Rd
Mancelona, MI 49659
www.northcentralacademy.net

Position: Great Start Readiness Program (GSRP) Classroom Aide

Reports to: Jill Kettlewell, Principal, North Central Academy
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Employed by: Mitten Educational Management at North Central Academy

Nature of the Position:

The primary responsibilities of the GSRP Preschool Classroom Aide are to support the classroom environment and instruction of four-year-old students, based on the needs of each child and the requirements of the Great Start Readiness Program, while forming positive relationships with the lead teacher, students, parents, and the school community.

Responsibilities of the Position:

1. Subscribe to the motto: "Action Over Words, Service Over Self".
2. Maintain program quality and classroom environment as outlined in the GSRP Implementation Manual and LARA licensing guidelines.
3. Work collaboratively with the Early Childhood Specialist, administrator, lead teacher, and assistant teacher in helping students engage in developmentally-appropriate instruction.
4. Attend and actively participate in staff meetings, workshops, and professional development.
5. Engage with children appropriately to support their social, emotional, behavioral and academic development.
6. Assist in ensuring a safe and clean learning environment.

Requirements for the Position:

1. Hold a high school diploma or equivalent.
2. Hold or be willing to obtain First Aid/CPR/AED certification and additional certifications required by the state and program.
3. Seek positive impact with kids and community.
4. Celebrate briefly & grind daily.
5. 10/10 attitude and work ethic each day.

Pay/Other:

Year-round salary. Benefit package includes health insurance, 401K, dental and vision insurance, life insurance coverage, and paid vacation days.