AUGUST 9, 2017

THE EVART PUBLIC SCHOOLS HAS THE FOLLOWING POSITION(S) AVAILABLE FOR THE 2017-2018 SCHOOL YEAR:

**ONE – INDOOR PLAYGROUND ASSISTANT**

(11:20 a.m. – 1:00 p.m.) 1.67 HOURS PER STUDENT DAYS

**ONE – INDOOR/OUTDOOR PLAYGROUND ASSISTANT**

(12:00 – 1:00 p.m.) 1.00 HOURS PER STUDENT DAYS

**Must meet Highly Qualified Requirements of No Child Left Behind**

THE QUALIFICATIONS AND RESPONSIBLITIES OF THE ABOVE POSITION(S) ARE AS FOLLOWS:

1. JOB QUALIFICATIONS AND RESPONSIBILITES: ATTACHED
2. SKILLS TEST MAY BE REQUIRED
3. ANTICIPATED HOURS: SEE HOURS ABOVE-STUDENT DAYS ONLY
4. RATE OF PAY: CURRENT RATE OF PAY $11.25 PER HOUR
5. FINGERPRINTING WILL BE REQUIRED AT THE TIME OF EMPLOYMENT AT THE EMPLOYEES’ EXPENSE
6. IMMEDIATE SUPERVISOR: SCHOOL NUTRITION PROGRAM DIRECTOR/PRINCIPAL
7. WORK LOCATION: EVART ELEMENTARY SCHOOL

**FINGERPRINTING WILL BE REQUIRED AT THE TIME OF EMPLOYMENT AT THE EMPLOYEES’ EXPENSE**

IF INTERESTED IN THE ABOVE POSITION (S), PLEASE DIRECT LETTER OF APPLICATION, RESUME’, TRANSCRIPTS/TEST RESULTS TO:

 CHERYL SHERMAN, SCHOOL NUTRIUTION PROGRAM DIRECTOR

 EVART MIDDLE SCHOOL

 P.O. Box 917

 321 NORTH HEMLOCK

 EVART, MI 49631

 shermanc@evart.k12.mi.us

 231-734-5594

DEADLINE: AUGUST 15, 2017 (4:00 P.M.) OR UNTIL FILLED

We reserve the right not to accept applications after the deadline.

Evart Public Schools prohibits discrimination on the basis of religion, race, color, national origin, sex, age, weight, height, marital status or disability in its educational programs, activities or employment.

 JOB DESCRIPTION

TITLE: Playground/General Assistant

REPORT TO: Principal, Superintendent, or Designee

QUALIFICATIONS: 1. High school graduate or equivalent.

 2. Experience in working with young

 children.

 3. Good communication skills.

 4. Interpersonal skills necessary to deal

 effectively and courteously with

 students, school personnel, and parents.

 5. Current certification in First Aid and CPR (as a minimum) and/or a willingness

 on the part of the individual to become certified.

 6. Ability to maintain confidential

 information in dealing with student

 and school personnel.

 7. Ability to get along and relate with students, faculty, and staff.

 8. Ability to adapt to changing situations and conditions.

 9. Such alternatives to the above

 qualifications as the Administration

 may find appropriate and acceptable.

GENERAL DESCRIPTION: To provide supervision and leadership on the playground and other areas of the school. Assist with other duties when not supervising students.

ESSENTIAL FUNCTIONS:

 1. Supervises students at playtime and maintains a harmonious atmosphere on the playground.

 2. Interacts with students.

 3. Organizes group games and activities.

 4. Takes part in inservice training programs.

 5. Assists with movements of groups to and from playground,

 cafeteria, and other activities.

 6. Assume responsibilities for play equipment (report

 damage, needs, etc.)

 7. Assists with any office/library/building needs when not on playground, as directed by administrator.

 Responsible for typical duties in the library/media center.

 A. Cards books

 B. Place date due slips in book pockets

 C. Shelves books

 D. "Reads" and straightens book shelves

 E. Straightens paperback book racks

 F. Places newspaper on the rods

 G. Helps keep magazine racks in proper order

OTHER DUTIES AND RESPONSIBILITIES:

 Conducts other duties related to the aide's duties as assigned by the principal and/or local superintendent of schools.

ADDITION WORKING CONDITIONS:

 Occasional exposure to blood, bodily fluids, and tissue.

 Interaction among unruly children.

 The employee shall remain free of any alcohol or nonprescribed controlled substances on the workplace throughout his/her employment in the District.

 This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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 Evart Public Schools does not discriminate in its policies and practices with respect to hire, retention, compensation, terms or conditions of employment because of an individual's race, color, age, religion, sex, national origin, height, weight, or marital status. There shall be no discrimination against any individuals with disabilities who meet the skill, experience and other job-related requirements of a position held or desired and who, with or without reasonable accommodation, can perform the essential functions of a job. A handicapper needing accommodations for employment must notify the employer, in writing, of the need or accommodation within 182 days after the handicapper knew or reasonable should have known that an accommodation was needed.

 JPLAYASST.GN April 6, 1994

 JOB DESCRIPTION

TITLE: Lunchroom Assistant/Indoor Recess Assistant

REPORT TO: Principal,Superintendent, FoodService Supervisor or Designee

QUALIFICATIONS: 1. High school graduate or equivalent.

 2. Experience in working with young

 children.

 3. Good communication skills.

 4. Interpersonal skills necessary to deal

 effectively and courteously with

 students, school personnel, and parents.

 5. Current certification in First Aid and CPR (as a minimum) and/or a willingness

 on the part of the individual to become certified.

 6. Ability to maintain confidential

 information in dealing with student

 and school personnel.

 7. Ability to get along and relate with students, faculty, and staff.

 8. Ability to adapt to changing situations and conditions.

 9. Such alternatives to the above

 qualifications as the Administration

 may find appropriate and acceptable.

GENERAL DESCRIPTION: To provide supervision and leadership in the lunchroom, in inside recess area and other areas of the school. Assist with other duties when not supervising students.

ESSENTIAL FUNCTIONS:

 1. Supervises students at lunch and during indoor recess time and maintains a harmonious atmosphere in the lunchroom.

 2. Interacts with students.

 3. Organizes group games and activities during indoor recess time.

 4. Takes part in inservice training programs.

 5. Assists with movements of groups to and from playground, cafeteria, and other activities.

 6. Supervises indoor recess, health room, halls, and other areas.

 7. Assist students with special needs.

 8. Monitor students during lunch.

 9. Setting up and proper storage of cafeteria tables and equipment.

 10. Responsible in keeping serving area and floors clean of spilled food and other hazardous items.

OTHER DUTIES AND RESPONSIBILITIES:

 Conducts other duties related to the aide's duties as assigned by the principal and/or local superintendent of schools.

ADDITION WORKING CONDITIONS:

 Occasional exposure to blood, bodily fluids, and tissue.

 Interaction among unruly children.

 This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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April, 2007