



MONTAGUE AREA PUBLIC SCHOOLS

EDUCATION IN THE RIGHT DIRECTION

4882 STANTON BLVD. • MONTAGUE, MI 49437 • TELEPHONE: 231-893-1515 • FAX: 231-894-6586

Internal/External Job Posting

Position: MACC Lunch / Recess Teacher Aide – 2 openings
Classification: Hourly Employee / MESPA Contract Agreement
Terms: 2024 – 2025 School Year, Monday – Friday; 2hrs/day
Salary: \$12.98 per hour; Commensurate with experience
Posted: June 20, 2024
Closing Date: July 3, 2024 (or Until Filled)

Montague Area Public Schools is looking for 2 Lunch / Recess Teacher Aides at the MACC elementary building for the 2024-2025 school year.

The lunch / recess teacher aide supervises students in the cafeteria, on the playground, in the locker room, in the study hall and elsewhere as required. Tact, courtesy and friendliness in working with children and peers are required.

Education:

- Possession of a high school diploma or its equivalent

Experience / Qualifications:

- Previous successful experience working with children at the appropriate grade level preferred

Responsibilities:

See attached job description

Benefits Include:

Paid Vision, Life and AD&D Insurance
Enrollment in State Retirement System
Paid Time Off

Applicants:

Interested candidates should send a letter of interest and resume or application to:

Krista Hams, Human Resources Coordinator

By Mail: Montague Area Public Schools
4882 Stanton Blvd.
Montague, MI 49437

Or E-mail: humanresources@mapsk12.org

**MONTAGUE AREA PUBLIC SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Lunch / Recess Teacher Aide
REPORTS TO: Principal
SUPERVISES: Not Applicable

GENERAL JOB FUNCTION:

The Lunch / Recess Teacher aide supervises students in the cafeteria, on the playground, in the locker room, in the study hall and elsewhere as required. Tact, courtesy and friendliness in working with children and peers are required.

QUALIFICATIONS:

- Possession of a high school diploma or its equivalent
- Previous successful experience supervising children at the appropriate grade level preferred

ESSENTIAL JOB FUNCTIONS:

- Develop study hall, playground and cafeteria rules with the principal and enforce them
- Assist injured and sick students
- Report accidents, injuries and disciplinary problems to authorities
- Assist with emergency drills in keeping with school practice
- Demonstrate the ability to:
 - Have well developed interpersonal skills
 - Maintain confidentiality
 - Motivate others and influence their behaviors
 - Build a professional environment that is one of mutual respect, teamwork, and accountability
 - Assume responsibility for supervision of children
 - Accept directions from the teacher or principal and work cooperatively with others
 - Maintain order in a consistent, firm and friendly manner.
 - Apply school rules and procedures in disciplinary situations.
- Must be regular in attendance and punctual in reporting to assignment
- Perform such other tasks and assume such other responsibilities as may be assigned

NOTABLE PHYSICAL REQUIREMENTS:

Occasional light to moderate lifting up to 50 pounds may be required.

TYPICAL WORK ENVIRONMENT:

Most work is performed in MAPS school buildings.

EVALUATION:

The Lunch/Recess Teacher Aide is evaluated by the Principal.

TRAVEL EXPECTATIONS:

Occasional assignments may require short trips to other MAPS facilities, the MAISD or elsewhere in the community.