



MAYVILLE COMMUNITY SCHOOLS

Mayville, Michigan 48744

"STRIVING TO BECOME THE DESTINATION DISTRICT OF THE THUMB"

Mayville Elementary GSRP Aide

Deadline: August 19, 2025

District/Organization: Mayville Community Schools

Position/Type: Full Time/ school year- pay rate \$15 per hour

Location Details - Mayville Elementary School - GSRP program

TITLE: Great Start Readiness Program (GSRP) AIDE

QUALIFICATIONS: High school diploma/GED.

- **The information below is preferred not required:**
 - a valid Center-Based Preschool CDA credential or
 - an Associate Degree (AA) in Early Childhood Education, or Child Development or the equivalent.
 - An existing 120 Hour approval letter.
- Previous experience in childcare or preschool.
- Meet any and all qualifications of the Michigan Department of Lifelong Education, Advancement and Potential. MiLEAP

REPORTS TO: Building Administrator or designee

JOB GOAL: Assist in providing safe, nurturing, supportive care and stimulating educational activities for eligible children

ASSIGNED RESPONSIBILITIES: A GSRP (Great Start Readiness Program) Aide in Michigan supports lead and associate teachers in providing a high-quality early childhood education to preschool-aged children. They help create a safe, engaging, and nurturing classroom environment, assist with daily routines and activities, and build positive relationships with children. Specific duties include supporting classroom setup, maintaining a clean learning space, and assisting with record-keeping and assessments.

Follow Tuscola Intermediate School District, Great Start Readiness Program and Michigan Department of Lifelong Education, Advancement, and Potential standards.

TERMS OF EMPLOYMENT:

- Within the first 30 days of employment and every year after (as long as remaining in the position) employees must complete or update the following: Safe Schools PD and EOP, Child & Adult CPR, First Aid, Blood Borne Pathogen Training, TB test, Health Clearance, Signed Abuse and Neglect Statement and Background Check.
- 16 clock hours of training in child development, curriculum, child discipline, health/safety, nutrition, working with parents, licensing rules for child care centers, and/or other relevant educational topics must be completed during the calendar year.
- Be of responsible character and suitable to meet the needs of children.

EVALUATION: Participate in and accept annual performance reviews

This job description in no way states or implies that these are the only duties to be performed by the employee. Essential Functions of the job as per the Americans with Disability Act (ADA)

If interested please email resume to GSRP Central Administrator at: darren.masterson@mayvilleschools.org

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