



550 Maple St, Manistee, MI 49660
(231) 723-3521 • Fax (231) 398-2021
Ron Stoneman, Superintendent
Howard Vaas, Business Manager
maps.manistee.org

POSTING

(External: Expiration: Until Filled)

GSRP PRE-SCHOOL Staff - Three (3) Positions

- POSITION:** **Hiring ASAP:**
ONE (1) GSRP Classroom Helper (4 Year-Old Program)
Late Sept - Mid May, Monday-Thursday, approx 7:30-3:00pm
[Great Start Support Aide Readiness Description](#)
- REQUIREMENTS:** High School diploma or equivalent. Able to obtain LARA background check, TB test, CPR certification, annual continuing education hours.
- RECOMMENDED:** Pre-school and/or early childhood programming experience
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- POSITION:** **ONE (1) GSRP LEAD TEACHER (4-Year-Old Program)**
(approximately .90 FTE) for potential program in 22/23
[Great Start Readiness Program Teacher Description](#)
- QUALIFICATIONS:** Any of the following:
- A valid Michigan teaching certificate and an Early Childhood Education (ZA) or Early Childhood-General and Special Education (ZS) endorsement or
 - A bachelor's degree in early childhood education or child development with a specialization in preschool teaching. The transcript will document a major, rather than a minor, in child development or early childhood education.
 - Significant experience/education in early childhood education that can be applied to an application for a GSRP credentialing plan.
- REQUIRED:** LARA background check, TB test, CPR certification, and 24 hrs of continuing education.
- RECOMMENDED:** Pre-school and/or early childhood programming experience
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Continued

POSITION: **ONE (1) GSRP ASSOCIATE TEACHER (4-Year-Old Program)**
(approximately .80 FTE) for potential program 22/23
[Great Start Readiness Program Associate Teacher Description](#)

QUALIFICATIONS: Any of the following:

- An associate's degree (AA) in early childhood education or child development or the equivalent;
- A valid Center-Based Preschool CDA credential; or
- An existing 120 Hour approval.

REQUIRED: LARA background check, TB test, CPR certification, and 24 hrs of continuing education.

RECOMMENDED: Pre-school and/or early childhood programming experience. Able to obtain LARA background check, CPR certification, annual continuing education hours. 90 college credit hours or current 60 college credit hours with ongoing enrollment toward CDA or associate's degree.

***APPLICATION*:** **Internal:** Submit an electronic copy of letter of interest to sschubert@manistee.org
External: Fill out support staff application and email to sschubert@manistee.org

District Policy: *Nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in all activities and employment.*



SUPPORT STAFF APPLICATION FORM

POSITION APPLYING FOR _____

DATE OF APPLICATION _____

NAME: _____

MAILING ADDRESS: Number / Street / Road _____ Apt. # or P.O. Box _____

City _____ State _____ ZIP CODE _____

Home Telephone # _____ Cell Phone # _____ Email Address _____

ARE YOU PRESENTLY EMPLOYED? _____ PRESENT/LAST SALARY _____

(hrly/wkly/yrly)

ARE YOU A U.S. CITIZEN? _____ YES _____ NO

CURRENT EMPLOYER: _____

ADDRESS/CURRENT EMPLOYER: _____

CONTACT PERSON: _____ PHONE #: _____

MAY YOUR PRESENT EMPLOYER BE CONTACTED? [] Yes [] No

WHEN WOULD YOU BE AVAILABLE FOR A PERSONAL INTERVIEW? _____

WORK EXPERIENCE:

Name/Address of Employer	Supervisor's Name & Phone Number	OK to contact? (yes/no)	Nature of Work	Employment Dates From - To	Reason for Leaving

EDUCATION AND PROFESSIONAL TRAINING:

List High Schools, Colleges/ Technology School &/or Universities Attended	Location	Years Attended or Graduated & Degrees Received	Area of Study

ARE YOU PRESENTLY WORKING TOWARD A HIGHER DEGREE? ____ YES ____ NO
IF "YES," WHAT IS YOUR EXPECTED COMPLETION DATE AND DEGREE EXPECTED? _____

CHARACTER REFERENCES:

NAME	POSITION TITLE	ADDRESS	PHONE NUMBER & EMAIL ADDRESS

EXPERIENCE WORKING WITH STUDENTS: List experiences you have had working with young people, i.e., scout work, summer camps, etc.

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ____ YES ____ NO
IF "YES," INDICATE THE TYPE OF CONVICTION, DATE, AND COURT WHERE THE CONVICTION OCCURRED:

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR (excluding a minor traffic offense)? ____ YES ____ NO (Note: Conviction record will not necessarily be a bar to employment.)

I hereby consent that any former or current employer, whether named in this application or not, may release all employment records of the applicant to the District. I also consent to a physical and drug test as part of the screening process. I understand I must undergo a Criminal History Record Check.

I hereby authorize the District to inquire and verify any information contained on this application for employment, and the District shall not be liable for any damages which may result from such inquiry or verification. I understand that making any misleading or untruthful statement on this application may result in my dismissal. If accepted for employment, I understand that this application will become a permanent part of my personnel records.

I further agree to comply with all rules, regulations, and policies of Manistee Area Public Schools and agree that my employment status is "at will" and, thus, I may be terminated for cause or no cause at any time, and I may terminate my employment at any time for any reason. Upon my termination, I authorize the release of reference information regarding my work history with Manistee Area Public Schools."

Signature (Full Name)

Date

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.