

NOTICE OF AVAILABLE POSITION

March 19, 2026

3 and 4 year old Associate Teacher, Part Time - Mini Mariners **Manistee Early Childhood Center**

JOB SUMMARY: Associate Teacher will provide essential support to students and assist teachers in delivering high-quality care and education. This role may involve both academic support and general supervision duties, ensuring a safe, nurturing and productive learning environment for all students.

We are seeking a candidate who is enthusiastic about working in a collaborative classroom environment and demonstrates a genuine passion for caring for and supporting young children. The ideal candidate understands child development and strives to meet the individual social, emotional, and learning needs of each child. They are creative, flexible, and willing to assist with planning and implementing developmentally appropriate activities and lessons. This individual values maintaining a clean, organized, and welcoming classroom space, prioritizes the health, safety, and well-being of all children, and is dependable, responsible, and committed to ongoing professional growth in the field of early childhood education.

KEY RESPONSIBILITIES:

- Supervise students and maintain State child ratios and guidelines
- Ensure the health and safety of all student in care
- Create an orderly and clean classroom environment
- Assist with maintaining classroom discipline and managing student behavior according to school policies.
- Assist students with daily activities and tasks (this may include toileting, dressing and meals)
- Support students with special needs, adapting materials and methods to meet their individual learning plans.
- Monitor student progress and report any concerns to the appropriate staff members.
- Student support as required/assigned
- Plan and implement activities and/or lessons for the whole class.

HOURS: Part Time Monday - Friday 2:00pm - 5:30pm with some full or ½ days as needed

QUALIFICATIONS:

High School Diploma or equivalent

Some childcare experience preferred

Must complete a State of MI Child Care Background Check

Continuing education 24+ hrs per year with MiRegistry

*Trainings are arranged by MECC

RECOMMENDED SKILLS:

- Ability to implement Positive Behavior Interventions & supports
- Work closely with teachers, administrators, and other ECE Staff to support the overall educational program
- Participate in professional development opportunities and complete the required 24 hours of MiRegistry trainings to enhance skills and knowledge related to student support, care and supervision
- Organize and maintain data/records

- Use of communication via email, phone & communication apps like ProCare
- Ability to work collaboratively as part of a team.
- Patience, empathy, and a genuine interest in supporting student growth and development.
- Ability to manage multiple tasks and prioritize effectively.

PAY/BENEFITS: Per contract, Starting pay \$15.00 through Edustaff, LLC

EXPIRATION DATE: Until Filled

TO APPLY:

Internal:

Email or Letter of Interest

External:

Letter of Interest and Application (attached)

Submit required materials to :

Sara Schubert, 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.