



POSTING

August 3, 2026

(Internal/External)

POSITION: **Great Start Readiness Program (GSRP) Aide**

DESCRIPTION: MAPS (Manistee Area Public School) is searching for a GSRP Aide at their Early Childhood Center.

- Assists GSRP students with all aspects of attending school.
- Works under the direction of the GSRP teacher
- Maintains confidentiality with regard to student and family records and information.
- Takes part in planning meetings as requested.
- Attends training or in-services.
- Accompanies GSRP students on field trips.
- Maintains positive public relations with children, parents, staff, administration and community members.
- Carries out recreational and educational activities as directed.
- Completes 24 hours of paid professional development each year.
- Performs other duties as assigned.

REQUIREMENTS: Must have one of the following: High school diploma or GED

- Interpersonal skills necessary to deal effectively and courteously with students and school personnel.
- Must complete 24.0 hours of professional development (PD) training per calendar year (Jan 1 through Dec 31). First aid and CPR training can count for up to 2.0 hours of the PD hours.
- Previous experience working with children.
- Ability to care for, supervise, and nurture children.
- Ability to lift 50 pounds.
- Ability to follow directions and work independently.
- Ability to assist with maintaining records of student progress.

- Excellent organizational skills.
- Ability to resolve conflict.
- Dependable, reliable, and protective of sensitive/confidential information.

PAY/BENEFITS: \$15.50

HOURS: 32-40 hours/week (4 days + occasional Fridays)

EXPIRATION DATE: Until filled.

APPLICATION: Internal Candidates: Letter of interest

External Candidates: Send resume and letter of interest to:

Traci Joseph - tjoseph@manistee.org

District Policy: The District does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability, or any other legally prohibited basis in admission or access to District programs and activities. The information contained in this job description is for compliance with the American with Disabilities (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.