

**Join our team for the  
2025-26 school year!**

**GAYLORD**  
COMMUNITY SCHOOLS  
615 South Elm Avenue  
Gaylord, MI 49735  
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## NOTICE OF VACANCIES

November 7, 2025

### Educational Assistants Anticipated Location- Preschool

JOB SUMMARY	The Preschool Educational Assistant supports teachers in creating a positive, nurturing, and engaging learning environment for young children. This position assists with classroom instruction, behavior and emotional development, and supervision during both instructional and non-instructional times. The Educational Assistant helps prepare materials, supports individual and small-group learning, reinforces reading and foundational skills, and collaborates with staff and families to promote student growth. Confidentiality, teamwork, and a commitment to student success are essential.	
TERMS OF EMPLOYMENT	Hours Per Day:	Positions range from 6 to 8 hours/day.
	Daily Start & End Times:	Based on Building Schedule
	Days Per Year:	Work days include each student day plus professional development days.
	Wage & Benefits:	Starting wage: \$16.21/hour  Paid holidays, merit pay, retirement plan, life insurance, vision insurance, medical & dental benefits (with 8 hour/day positions), sick days, personal days, two \$500 retention stipends for completing a full school year, no evenings or weekends, and much more!
PREFERRED QUALIFICATIONS	These positions require one of the following requirements: <ul style="list-style-type: none"><li>• Successful completion of ETS Parapro Assessment (GCS can provide this assessment!); OR</li><li>• 60 semester hours at an institution of higher education; OR</li><li>• An associate’s degree</li></ul> Successful candidates also possess: <ul style="list-style-type: none"><li>• Patience, a genuine desire to work with children, and preferably experience working with children in a classroom setting.</li></ul>	
APPLICATION DEADLINE	Until filled	
METHOD OF APPLICATION	Please visit the <b>Employment Page</b> at <a href="http://gaylordschools.com">gaylordschools.com</a> and apply online.	
It is the policy of Gaylord Community Schools that the District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. Inquiries should be addressed to: Civil Rights Coordinator, 615 S. Elm Avenue, Gaylord, MI, 49735, (989) 705-3080.		