



LINDEN COMMUNITY SCHOOLS
7205 W. Silver Lake Rd
Linden, MI 48451
NOTICE OF POSITION

Applications are now being accepted for the following position:

Paraprofessional - Playground Aide
Hyatt Elementary
Monday – Friday
11:30 am – 4:30 pm
4.5 hours per day
\$16.18/hr.

(Hourly Rate in accordance with ESP Master Agreement)

Minimum Qualifications: High school diploma.

Essential Duties: See attached job description.

Make Application to: Linden Community Schools, Personnel Office
(Applications must be submitted on-line at
www.AppliTrack.com/gcaps/onlineapp)

The following items must be presented at the time of application:

1. Letter of Application
2. Personal Resume

Date Posted: September 5, 2025
Deadline for Application: September 10, 2025

MISSION STATEMENT

Our Mission is to EDUCATE, nurture and develop ALL LEARNERS to be self-directed and to strive for EXCELLENCE with CONFIDENCE and INTEGRITY by working cooperatively with students, parents, and community.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Linden Community Schools that no person, on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, genetic information or any other legally protected characteristic, in its programs and activities, including employment opportunities. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the board does business.

Linden Community Schools Job Description

Job Title: Recess Aide
Reports To: Building Principal
FLSA Status: Non-Exempt
Updated: April 2024

JOB PURPOSE:

The playground / lunchroom aide is responsible for assisting the principal and other certified staff in maintaining student discipline and safety in the assigned areas. Assigned to a specific area of supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the principal and other staff in maintaining safety.
- Refers students whose behavior is unsafe to the principal.
- Instructs students in the proper use of play equipment.
- Builds relationships with students.
- Assists building staff in maintaining an orderly cafeteria and lunch distribution system.
- Performs first aid to injured students.
- Other duties as assigned.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent written and verbal communication, strong analytical and problem-solving skills, willingness to learn, focus on excellent customer service. Collaboration with others.

SUPERVISORY RESPONSIBILITIES:

Supervision of students.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS:

Ability to read and interpret documents such as textbooks, teacher manuals, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of organization

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, communicate and talk or hear. The employee frequently is required to walk, use fingers, tools or controls. The employee is regularly required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending on the activity in the particular day.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

STATEMENT OF NONDISCRIMINATION:

It is the policy of the Linden Community Schools not to discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), 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.

The following person have been designated to handle inquiries regarding nondiscrimination policies:

District Compliance Officers
Linden Community Schools
7205 W. Silver Lake Rd.
Linden, Michigan 48451
(810) 591-0980

For further information on notice of nondiscrimination, see the following website:

<http://1.usa.gov/1Jsk6D> or call 1-800-421-3481.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position:

Employee Name (Print)

Employee Signature

Date