

NORTH BRANCH AREA SCHOOLS
6655 Jefferson, PO Box 3620
North Branch, MI 48461
September 15, 2025

POSITIONS:

3 - hour Lunch/Recess Aide - Elementary School
(2 – Positions)

QUALIFICATIONS:

1. Candidate must possess a high school diploma or its equivalent
2. Candidate should have a desire to work with students in a supervisory capacity
3. Candidate must have the ability to read, comprehend and comply with simple instructions, short correspondence and memos
4. Candidate must have the ability to collect money, make change, make bank deposits and keep the necessary records required of a cashier
5. Candidate must have the ability to work in cooperation with other staff to organize and manage group activities
6. Candidate must have patience, a sense of humor, and the ability to establish a positive rapport with students and staff
7. Candidate must have a positive attitude toward self and others
8. Candidate must have good oral and written communication skills
9. Candidate must have the ability to communicate with students, parents, and other employees
10. Candidate must have the ability to assist special needs students
11. Recess duty is required
12. The candidate must be certified in CPR, First Aid and AED.

DIRECT SUPERVISOR: Elementary Principal

AVAILABLE: ASAP

CLOSING DATE: September 19, 2025

EXTERNAL APPLICANTS: All applications for North Branch Area School District positions must be submitted online. The online application is available at [NBAS Employment Opportunities](https://nbasemploymentopportunities.com). If you have any questions, please contact Dawn Mickens-Holt in the district's Central Office either by telephone 810-688-7996 or by e-mail at dmickens-holt@nbbrncos.net

INTERNAL APPLICANTS: submit a letter of intent, resume and transfer request to Dawn Mickens-Holt via email to dmickens-holt@nbbrncos.net by 4:00 pm on September 19, 2025.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and 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 employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.