

LAKEVILLE COMMUNITY SCHOOLS

11107 Washburn Road
Otisville, MI 48463

NOTICE OF A VACANCY

Applications are now being accepted for the following position:

GSRP Classroom Support Staff Substitute

LakeVille Community Schools
(This is an Edustaff position)

Make an application to LakeVille Community Schools via the [Mid-Michigan Area Public Schools Consortium website](#).

The following items must be included in the application:

- Cover Letter
- Resume
- Transcripts
- Certificates
- References

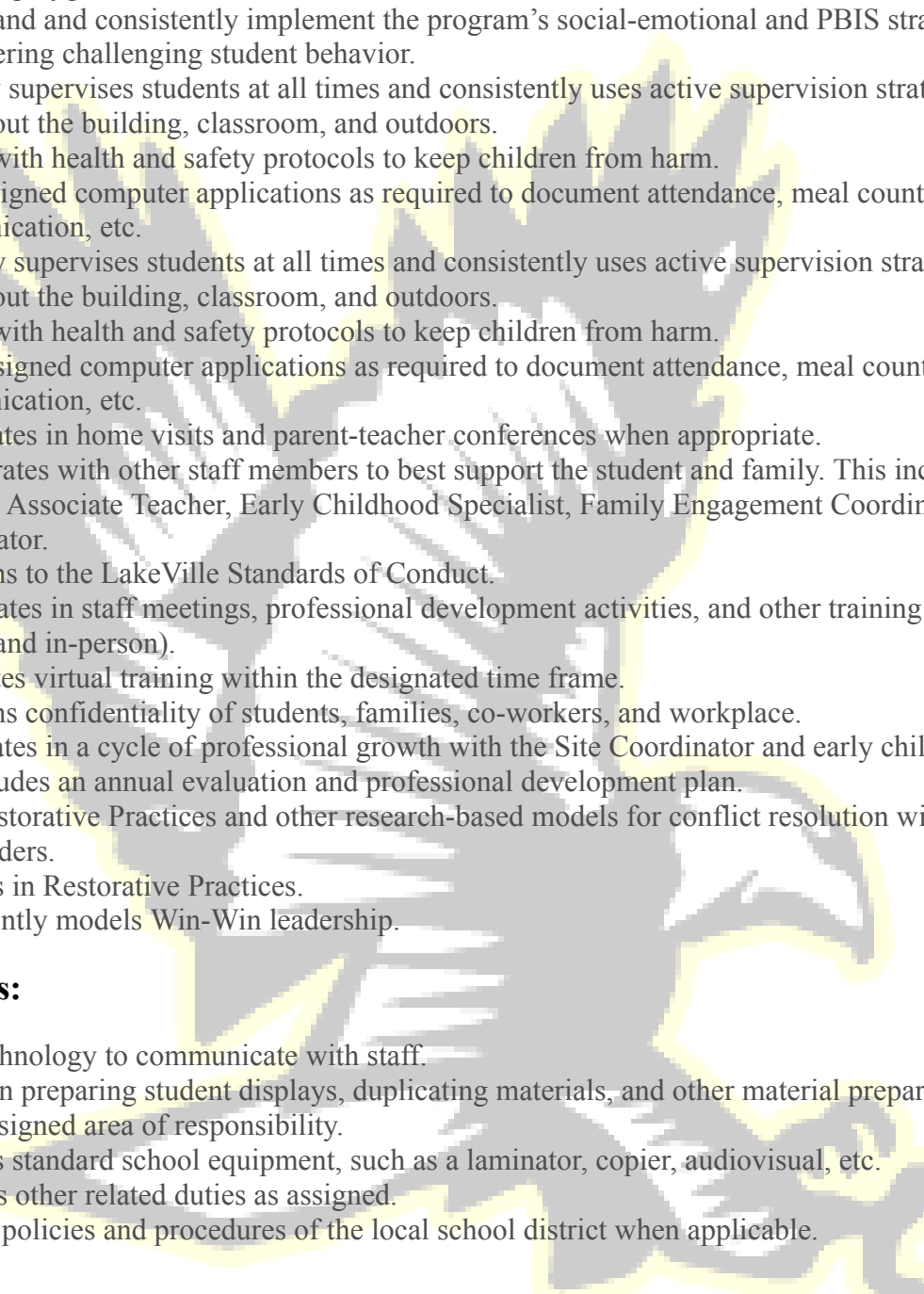
Date Posted: September 29, 2025

Job Summary:

The Classroom Support Staff – Great Start Readiness Program (GSRP) will assist the Lead and Associate Teachers in providing a high-quality learning environment for students in the GSRP classroom. Classroom Support Staff – GSRP supports the instruction and interaction of students in the classroom to promote nurturing, positive relationships with students and their families. Classroom Support may help students transition to and from buses and assist with lunchtime and naptime.

Essential Duties (May include, but are not limited to):

- Provide program support in instructional and related activities in the GSRP classrooms.
- Follows all regulations pertaining to the GSRP Implementation Manual, Michigan Childcare Licensing and Child Adult Care Food Program (CACFP), or School Lunch Program.
- Engages with all students in a way that promotes positive interaction and development of vocabulary and expressive language.
- Assists in classroom management using Positive Behavior Intervention and Supports(PBIS) and other non-instructional functions.
- Assists with implementing instructional activities based on student goals and objectives as written in the Individualized Education Program (IEP) for students with disabilities.
- Engages in outdoor experiences per the State of Michigan's Childcare Licensing Rules.

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- Assists students with health and physical needs and personal care routines, including toilet training, diapering, and eating.
 - Assists with meals, planned activities, outdoor experiences, and other activities, as required.
 - Works as a team with the Lead and Associate teachers to plan activities in the classroom, large motor area, and playground.
 - Understand and consistently implement the program's social-emotional and PBIS strategies when encountering challenging student behavior.
 - Actively supervises students at all times and consistently uses active supervision strategies throughout the building, classroom, and outdoors.
 - Assists with health and safety protocols to keep children from harm.
 - Uses assigned computer applications as required to document attendance, meal counts, communication, etc.
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 - Assists with health and safety protocols to keep children from harm.
 - Uses assigned computer applications as required to document attendance, meal counts, communication, etc.
 - Participates in home visits and parent-teacher conferences when appropriate.
 - Collaborates with other staff members to best support the student and family. This includes the Lead Teacher, Associate Teacher, Early Childhood Specialist, Family Engagement Coordinator, and Site Coordinator.
 - Conforms to the Lakeville Standards of Conduct.
 - Participates in staff meetings, professional development activities, and other training as assigned (virtual and in-person).
 - Completes virtual training within the designated time frame.
 - Maintains confidentiality of students, families, co-workers, and workplace.
 - Participates in a cycle of professional growth with the Site Coordinator and early childhood specialist that includes an annual evaluation and professional development plan.
 - Uses Restorative Practices and other research-based models for conflict resolution with co-workers or stakeholders.
 - Engages in Restorative Practices.
 - Consistently models Win-Win leadership.

Other Duties:

- Uses technology to communicate with staff.
- Assists in preparing student displays, duplicating materials, and other material preparation activities in the assigned area of responsibility.
- Operates standard school equipment, such as a laminator, copier, audiovisual, etc.
- Performs other related duties as assigned.
- Follows policies and procedures of the local school district when applicable.

Education:

A high school diploma or equivalent is required. College coursework in Child Development, Education, and Preschool CDA is preferred.

Experience:

Work experience in a childcare or educational program with toddlers or children with disabilities is preferred.

Skills/Other:

- Must pass a TB test
- obtain a satisfactory national sex offender registry and criminal history check through the district and the State of Michigan's childcare licensing fingerprinting.
- Ability to work creatively and communicate effectively with students.
- Works successfully as a member of a team.
- Ability to use district technology and maintain proficiency as required. Represents the district professionally, including following the district dress code.
- Communicate professionally, effectively, and in a timely fashion.
- Maintains a positive working relationship with families, staff, and other stakeholders.
- Follows district health and safety procedures.
- Demonstrate the physical stamina required to assist young children.
- Repetitive tasks such as stooping, squatting, bending, lifting, walking, kneeling, and reaching are required while maintaining personal balance and stability.
- Implement established behavior improvement intervention plans and perform the essential job duties.
- Punctuality and attendance are requirements for the position.
- Ability to work flexible workdays, work week, and work year.
- Demonstrate honesty, integrity, excellent customer service skills, and the ability to maintain a calm, poised, and professional image.
- Ability to exercise sound judgment and make decisions in accordance with board policies and established administrative guidelines.

