



# FLUSHING COMMUNITY SCHOOLS

Flushing, Michigan

May 13, 2026

## VACANCY NOTICE

The following position is available for the 2026-2027 school year:

### Preschool Aide

Early Childhood Center

Monday-Friday 9:00 a.m. – 3:00 p.m. (6 hours per day)

Hourly Wage: \$15.00 per hour

#### QUALIFICATIONS:

- Experience in a Michigan Licensed Day Care facility or comparable school program preferred.
- Be at least 21 years of age.
- Have current certification in Infant, Child, and Adult Cardiopulmonary Resuscitation (CPR) and first aid or be willing to attend training.
- Demonstrated organizational skills.
- Posses and demonstrate ability to work harmoniously with children and co-workers.
- Demonstrated ability to be flexible in work environments and hours.
- Meet state standards for passing a criminal record checks and fingerprinting requirements for Child Care Workers and Department of Human Services clearance.
- Meet the qualifications standards of Department of Human Services (Revised: Section 2 of 1973 PA 116) for caregiver.
- The successful candidate will report to the building principal under whose direction will:
  - Provide support to lead instructor in all activities during preschool day.
  - Actively participate in set-up and clean-up of daily lessons and activities.
  - Support instructional processes relative to defined preschool curriculum.
  - Supervise children.
  - Communicate with Lead Instructor, Program Coordinator and School Principal.

#### APPLICATION PROCESS:

**INTERNAL CANDIDATES:** Must submit a letter of interest and resume to Rebecca Fisher  
[rebecca.fisher@flushingschools.org](mailto:rebecca.fisher@flushingschools.org)

**EXTERNAL CANDIDATES:** must apply on Applitrack using the following link:

<https://www.applitrack.com/qcaps/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=34573>

#### APPLICATION DEADLINE:

**INTERNAL:** Wednesday, May 20, 2026 @ 4:00 p.m.

**EXTERNAL:** Until Filled

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Compliance Officer  
Jason Melynchek, Deputy Superintendent  
Flushing Community Schools, 522 N. McKinley Rd., Flushing, MI 48433  
810-591-1186