



## Clarenceville School District

### Clarenceville Paraprofessional Association

**POSITION:** Latchkey Aid

**LOCATION:** Botsford and Grandview Elementary School

**SCHEDULE:** 2025-2026 School Year **SALARY:** Starting at \$14.56/hr per agreement

**POSTING DATE:** July 2025

**DEADLINE:** ASAP

#### QUALIFICATIONS:

- Babysitting experience is a plus
- Must be 18 years or older
- High School Diploma or GED required
- First Aid certification required within the first 30 days of hire
- Infant/Child and Adult CPR/AED certification required within the first 30 days of hire
- Ability to tolerate loud noises
- Ability to frequently stand, walk, use hands/objects/tools/controls, reach with hands and arms, and climb ladders

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#### RESPONSIBILITIES & DUTIES:

- Engage children in interactive activities, including arts and crafts, singing, sports, and games, all while maintaining a safe and fun environment
  - Lead a group of up to 18 students (ages 3-12) with an enthusiastic, positive, and outgoing attitude, serving as a role model
  - Demonstrate a positive attitude through courtesy, service, cooperation, hospitality, sensitivity, and professionalism when interacting with both internal and external customers
  - Maintain a clean and orderly classroom to ensure a safe and welcoming environment
  - Ensure that supplies, snacks, and drinks are used according to the quantities prearranged by the department head
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#### **OPPORTUNITY:**

This is a great opportunity to gain valuable experience within a school district. Clarenceville Schools offers flexible scheduling, making it an ideal role for individuals looking to explore a career in education.

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#### **APPLICATION:**

Internal Candidates. If interested, please send a letter of intent and your resume to the Clarenceville High School administrators, as well as, Leeanne Buckley at [leeanne.buckley@clarencevilleschools.org](mailto:leeanne.buckley@clarencevilleschools.org) or 248-919-0362.

Clarenceville Schools is an Affirmative Action/Equal Opportunity Employer  
<http://www.clarencevilleschools.org>

The Board will enforce its prohibition against discriminatory harassment based on race, color, national origin, sex, disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal or State civil rights laws (hereinafter referred to as "unlawful harassment"). The Board encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems in a manner consistent with School District policies. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will

take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will take action to ensure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.

The Superintendent has been designated to handle inquiries regarding the nondiscrimination policies. The Superintendent's office is located at 20210 Middlebelt Road, Livonia, Michigan 48152.