



NOTICE OF VACANCY

POSTING DATE: August 15th, 2025 **POSITION ID:** 25-HRLY-16

POSITION: Part-Time Noon Aide

LOCATION: Forest Elementary School

SALARY: \$14.31/hour

SCHEDULE: 3.25 hours | Five (5) days/week. Times will vary by school. Approximate report times are 10:15AM-1:30PM. Final schedule will be determined by the building principal. School year calendar

START DATE: August 26th, 2025 **DEADLINE TO APPLY:** August 22, 2025, or until filled

JOB SUMMARY

Under supervision of the Principal and Noon Supervisor, the Noon Aide role will assist with all aspects of the lunchroom and recess areas while monitoring all students during lunch and recess periods. This role will work alongside one other Noon Aide employee.

QUALIFICATIONS

- High school graduate or equivalent
- Ability to work effectively with staff, students and parents
- Some experience in working with elementary or middle school age students is preferred
- Positive reinforcement skills
- First aid/CPR classes preferred/recommended
- Analyze situations accurately and adopt an effective course of action
- Satisfactory responses to all school safety, unprofessional conduct, and reference checks
- Ability to choose among a limited number of alternatives in solving routine problems

RESPONSIBILITIES

- Supervise all students during lunch and recess periods
- Enforce school rules, policies and regulations concerning the safety, well-being and proper behavior of students; maintain order and awareness of student safety and well-being.
- Exercise patience and kindness to all regular education and special education students
- Direct and respond appropriately to students
- Occasionally work with students who may exhibit aggressive behavior, have medical or health needs or have physical or emotional disabilities
- Maintain a safe and orderly environment at all times
- Report accidents, injuries, or other incidents to the main office; alert the Principal or a teacher to any concerns arising with a student or students
- Correct or report conditions hazardous to the health and safety of children
- Work with students indoors and outdoors with varying weather conditions
- Establish and maintain a friendly, cooperative and effective relationship with students, school administrators and the community
- All other duties as assigned

BOARD OF EDUCATION EXPECTATIONS FOR ALL FPS EMPLOYEES

To ensure work/choices contribute to the Learner Profile and District Goals, as demonstrated by:

- a. Ability to create a collaborative culture through providing a safe environment for employees to take risks, work independently and interdependently and to value all perspectives.
- b. Ability to establish productive relationships which will support and leave people better off through engagement in courageous conversations and empathetic interactions in order to make choices that build trust and understanding.
- c. Ability to establish an environment of continuous improvement that will provide data/feedback and reflection that will assist in identifying and solving problems in an innovative manner.
- d. Ability to establish an environment for cultural improvement by demonstrating honesty with self and others through equity, not just equality, and seeing and embracing differences as assets.
- e. Ability to know your audience and to tailor communication in a timely, clear and appropriate mode; always seeking to understand.

METHOD OF APPLICATION

External and current EDUStaff employees may complete a hard copy application located in the main office or complete the on-line application as stated below. All other applicants may apply using the information below.

Applications are being accepted online only, a basic resume must be attached. To apply for this position, go to the district's website at www.farmington.k12.mi.us, select the tabs '**Departments,**' '**Human Resources,**' '**Employment,**' '**Online Application.**' For questions regarding this position contact kelly.knight@fpsk12.net. Questions about the exact hours and detailed work schedule can be directed to the building principal.

It is the policy of Farmington Public Schools that no person shall, on the basis of race, creed, color, national origin, sex, age, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or in any of its programs or activities.
