



ANNOUNCEMENT OF POSITION VACANCY

INTERNAL & EXTERNAL POSTING

Date of Posting: September 12, 2022

TITLE OF POSITION: Before and After School Program (B.A.S.E.) Substitute
Alamo, Dix Street or Washington Street Elementary

Schedule:

- Monday, Tuesday, Thursday and Friday
 - 7:00 a.m. – 8:30 a.m. and 3:00 p.m. – 5:30 p.m.
- Wednesday
 - 7:00 a.m. – 10:00 a.m. and 3:15 p.m. – 5:30 p.m.
- Extra hours on delayed start Wednesdays, snow days, 2-hour delays/ school breaks and teacher in-service/conference days.
- Summer Hours – 30 Hours/Week but times TBD

Requirements:

- Must be at least 19 years of age and have earned a High School Diploma, GED, or equivalent (may consider applicants under 19, depending on position to be subbed)
- DHS requirements: TB test
- Background check/fingerprints upon hire
- Experience with childcare/education preferred

Starting pay is \$11.87 per hour.

Letters of application and resumes should be sent to:

Jamielynne Commissaris
Otsego Public Schools
400 Sherwood Street
Otsego MI 49078

Responses may be sent via e-mail to: jcommissaris@otsegops.org

This method of posting jobs meets the requirements of our union groups to notify employees of vacancies. Positions may not be open to the public due to internal candidates and the bidding process.

Statement of Assurance:

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or 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.