



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Support Staff – Student Responsibility Center (SRC) Aide – Middle School

March 4, 2025

Job Summary:

Under the direction of the building administrators, the SRC aide will be responsible to supervise students assigned to the middle school detention room.

Qualifications:

Required:

- A. Possess an associate's (or higher) degree or completed two years of study at an institution of higher education or completed the ETS Parapro Assessment. This is within the guidelines for the requirements for *Every Student Succeeds Act*.
- B. Must possess excellent written and verbal communication skills and proven organizational skills
- C. Demonstrated success as a collaborator and proven team player
- D. Demonstrated successful communication skills with students, staff, parent and community
- E. Proficient use of computers including Google Workspace

Desired Characteristics:

- A. Previous experience working with middle school students
- B. Knowledge of the SWIS system
- C. Ability to desegregate data
- D. Proven conflict resolution skills and experience
- E. Experience using technology as an instructional tool in the classroom

Duties:

- A. Supervise students assigned to middle school detention room
- B. Assist administration in monitoring student behavior(s) and inappropriate conduct
- C. Data entry and working on an online behavior management system
- D. Maintain student information
- E. Work independently and cooperatively with administrators and teachers
- F. Provides individual assistance with work assignments
- G. Ability to plan and organize; good work habits
- H. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

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CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: Open Until Filled

Start Date & Hours: 2025-26 School Year, Monday – Friday, 8:00 a.m. to 3:30 p.m., averaging 35 hours per week

Salary: \$16.00 per hour

Apply To: Candidates who are qualified and wish to be considered for this position must submit a Frontline online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Sherri Simmons, Human Resources, ssimmons@gulllakecs.org