Gull Lake Community Schools
Richland, Michigan

JOB POSTING

AACC-Aide-Kellogg Elementary

January 7, 2026

Job Summary:

Under the direction of the Program Director, the AACC Aide is responsible for the day-to-day operations of the program while keeping in compliance with State of Michigan Child Care Licensing at all times.

Qualifications:

Required:

A. Must be at least 16 years old
B. Minimum of 2 years working with children
C. Must possess excellent written and verbal communication skills and proven organizational skills
D. Demonstrated success as a collaborator and proven team player
E. Demonstrated successful communication skills with students, staff, parent and community

Desired Characteristics:

A. Ability to supervise children and assist with operation of a child care program
B. Ability to follow directions and be flexible
C. Knowledge of Michigan State licensing rules

Duties:

A. Interact with children with indoor and outdoor activities
B. Prepare and clean activity centers
C. Follow and enforce Michigan State Licensing Rules
D. Communicate with parents
E. General cleaning and other duties as required
F. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

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, in its programs and activities, including employment opportunities.

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: Until filled

Start Date: ASAP

Hours: Monday – Friday, 7:00am-11:00am

Salary: $13.73 per hour

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

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