Hillsdale Community Schools

MEMO TO: All interested applicants

FROM: Ted Davis, Superintendent

DATE: November 3, 2026

RE: Open Position

GSRP Child Care Aide

The work hours are 7:45 a.m.-3:20 p.m. for approximately 34 weeks (Monday – Friday) – on GSRP school days

Requirements:

- High School diploma or GED, be at least 19 years of age
- Be willing to complete a minimum of 16 hours of professional development.

Qualifications:

- Experience working with pre-school children
- Certification of CPR and First Aid
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to apply common sense understanding and learned skills while interacting with students and adults
- Ability to develop effective working relationships with students, staff and the school community.

Interested applicants should send a letter of application to Allison Wirick, Director, Hillsdale Community Schools, 30 S. Norwood Ave., Hillsdale, MI 49242

Deadline: November 17, 2026 3 p.m.

E.O.E.