



## Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190<sup>th</sup> Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2526-22

### NOTICE OF VACANCY

#### Title: Clerical Support & Lunch Aide, Part-Time

#### Program: Early Childhood

#### Start date: As soon as possible

Classification/FLSA: Hourly, Non-exempt, Non-union

Duration: Approximately 130 School Days | 5 hours per day (9:00 am – 2:00 pm)

Reports to: Early Childhood Director

Location: Hillcrest Elementary, Big Rapids

**Position Summary:** Duties include general clerical, receptionist, and project-based work necessary to ensure the efficient operation of the Mecosta-Osceola Intermediate School District programs. The Lunch Aide (2 hours/day) supports the GSRP teaching team by assisting with student lunch and maintaining cleanliness and organization to ensure a safe and positive environment for children at all times

#### Qualifications

- Possess a minimum of a high school diploma.
- Experience working with young children in an education or childcare setting preferred
- Strong communication skills and ability to work effectively as part of a team.
- Active participation, sharing, and cooperating in teams.
- Demonstrated respect for the confidentiality of communications and transactions.
- Strong problem-solving skills.
- Excellent verbal and written communication skills.
- Proficient in the following: (1) Use of Microsoft Word, Excel, & PowerPoint; (2) Use of multi-line phone system operation; (3) filing and organizational skills; (4) math and calculator skills.
- Patience, flexibility, and a genuine love for working with young children.
- Understanding of child development principles and early childhood education best practices.
- Must meet child daycare licensing requirements, including CPR and First Aid certification (or willingness to obtain, and ability to pass a comprehensive background check through LARA.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

#### Professional Requirements / Education and Experience

- Organized and detail-oriented, as well as being a self-starter.
- Routing calls, acting as a point person for both internal and external customer communications with MOISD staff, local district personnel, and parents.
- Confidential when supporting parents and community members.
- Enter and maintain records in various databases.
- Provide superior customer service
- Route mail as needed
- Prepare information for meetings, reserve rooms, and provide setup for meetings when needed.
- Maintain a cooperative, harmonious relationship with professionals and others within the school setting.

### *Supporting Schools and Student Achievement*

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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- Ability to complete tasks accurately in a timely and efficient manner.
- Assist with lunch setup and clean up, including placing food on the table and ensuring appropriate utensils are available.
- Assist with supervision of children, ensuring safety and engaging in a warm, caring, and responsive manner.
- Develop positive, professional relationships with the classroom teaching team, program staff, students, and families.
- Model appropriate speech and grammar use.
- Follow all school policies and procedures related to health, safety, and emergency protocols.
- Assume responsibility to transport self to assigned worksites and maintain regular, reliable, and prompt attendance.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).
- Directly accountable to the Early Childhood Director and perform all other duties as assigned.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

**Compensation: Starting \$13.25 hourly**

**Posting date: 08/22/2025**

**Application deadline: 08/26/2025 or until filled**

**Please submit cover letter, resumé and references, and applicable transcripts to:**

**Dana Boglarsky, Human Resources Specialist**

Email: [jobs@moisd.org](mailto:jobs@moisd.org)

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