



# NEWLOTHROP AREA PUBLIC SCHOOLS

## **-INTERNAL/EXTERNAL POSTING-**

### **Elementary Certified Teacher Aide**

**April 30, 2024**

#### ***Position Detail***

- One position available
- 16-24 hours per week
- Pay per support contract instructional aide category
- Applicant must have a flexible schedule, as times of need are spread throughout the work day and week.

#### ***Qualifications/Requirements***

- Supervise multi-groups of K-6<sup>th</sup> grade students during various Special times as needed on a daily basis in the computer lab.
- Successful completion of 60 college credits
- Graduate with an Associate's degree from a university or college.
- Ability to exercise good judgment in all situations
- Sense of responsibility, dependability, and promptness
- Positive image as a loyal representative of New Lothrop Schools
- Experience working with students preferred
- Experience working with computers and software programs.

Interested and qualified applicants should forward a letter of interest and resume via email to:

**Mrs. Kelly Green, Executive Assistant**

[kgreen@newlothrop.k12.mi.us](mailto:kgreen@newlothrop.k12.mi.us)

**Deadline to apply: May 14, 2024 or until filled**

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The New Lothrop Area Public School District has a policy that no person shall on the basis of age, sex, race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.