

Elk Rapids Schools Job Posting

Preschool Assistant: Mill Creek Academy



TITLE: Preschool Assistant: Mill Creek Academy

REPORTS TO: Preschool Supervisor

JOB FUNCTION: Responsible for working closely with the lead preschool teacher to support the academic, emotional, and overall welfare of the preschool-aged student and the classroom.

DISTRICT DESCRIPTION: Mill Creek Academy is an authorized Public School Academy of Elk Rapids Schools. It enrolls approximately 250 students and is located in the northwest lower peninsula of Michigan. Our families enjoy the benefits of living in an area thriving on tourism, as most of our district surrounds beautiful lakes, trails, and recreational areas.

The District has preschool classrooms with additional preschools available within the community. Mill Creek Academy is a PreK-5th-grade elementary school. It has a committed and certified teaching staff, updated curricula that focus on all students' academic, social, and emotional welfare, and an active parent support committee.

DUTIES AND RESPONSIBILITIES:

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- Responsible for working closely with the lead preschool teacher to support the academic, emotional, and overall welfare of the preschool-aged student and the classroom.
 - Ability to work collaboratively with a team, but also take initiative to support student needs
 - Willingness to receive appropriate training to support professional growth and development
 - Display the ability to communicate effectively with preschool-aged children and adults
 - Maintaining a safe and supportive environment for young children
 - Assisting teachers with carrying out lesson plans
 - Preparing children for and supervising them during naptime
 - Observing children for developmental problems and other concerns, and passing this information on to the preschool teacher
 - Supporting preschool teachers with preferred classroom management and discipline strategies

PROFESSIONAL QUALIFICATIONS:

- High School Diploma/GED
- Preschool and childcare experience
- An Associate Degree in Early Childhood Education or Child Development Associate (CDA) is preferred but not required.

OTHER INFORMATION:

Terms of Employment: Monday-Friday for the 2025-26 school year
5-7 hours/day

Deadline: Until filled

APPLICATION PROCEDURES:

Applicants may submit hard copies of a letter of interest and a current resume by mail or email to:

Rachael Birgy
9039 Old State Hwy 72
Williamsburg, MI 49690
or

rbirgy@erschools.com

cc: Building Principals
EREA

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