

JOB POSTING
BEAVER ISLAND COMMUNITY SCHOOL
37895 Kings Highway
Beaver Island, Michigan, 49782
(231) 448-2744

Notice of Vacancy: August 14, 2025
Application Deadline: August 21, 2025

Job Title: Part Time Pre-School and Lunchroom Aide
Position Begins: September 2, 2025 (some staff training the week before)
Location: Beaver Island Community School, Beaver Island, MI
Hours: 8:05 am to 12:05 pm (20 hours per week)
Salary Range: \$18.00 to \$19.50 per hour; no benefits

Job Responsibilities: Working under the overall supervision of the superintendent-principal and direct supervision of the pre-school lead teacher, classroom teachers, and the special education instructor, the pre-school school aide will be responsible for contributing to a healthy learning environment for all students every day. Specific job duties will be determined by the needs of our students, but at a minimum will involve:

- Assist in the educational and social development of pre-school and elementary students during lunch.
- Be physically active and engaged in student activities inside the classroom and during recess.
- Provide support for students inside and outside the classroom to enable them to fully participate in activities, while being proactive in matters of health and safety.
- Work collaboratively with other professionals, including Char-Em ISD's speech therapist, social worker, occupational, and physical therapist.
- Support students with emotional or behavior concerns and assist them in developing appropriate social skills.

Qualifications: Applicants for this position will have at least the following minimum qualifications:

- High school diploma with desire to gain additional knowledge and expertise.
- Be capable of assisting students with special needs to support their academic, social, and physical growth and development.
- Have demonstrated the ability to work cooperatively and effectively with others.
- Support the philosophy of providing individualized instruction to every student.
- Be able to pass required background checks and complete all paperwork associated with new hires.

For More Information About This Position: Contact Wilfred Cwikiel, BICS Superintendent-Principal at (231) 448-2744 or wilc@beaverisland.k12.mi.us

To Apply: Hand deliver, e-mail to wilc@beaverisland.k12.mi.us, or send via USPS a cover letter and a resume with current references to the BICS office. All applications must be received by 3:30 pm on Thursday, August 21, 2025.

Beaver Island Community School is an equal opportunity employer. We celebrate diversity for all members of our educational community and abide by Federal laws prohibiting job discrimination based on race, color, religion, sex, national origin, age, disability or genetic information.