

Holton Public Schools

Notice of Intent to Employ through EduStaff

Posting Date

September 3, 2025

Position

Secondary Lunch Aide - employed by EduStaff working at Holton Public Schools

Qualifications

Applicants must possess a high school diploma. Applicants must have strong communication skills, and an ability to get along and work with people. The applicant must be punctual, yet patient, and be extremely knowledgeable in working with secondary aged students. The qualified candidate will be flexible, yet a collaborative team player, and will be a proven and effective communicator with students, parents, and staff.

Reports To

Secondary Principal

Essential Functions

- Assume responsibility for supervision of children
- Apply school rules and procedures in disciplinary situations.
- Maintain order in a consistent, firm and friendly manner.
- Report accidents, injuries and disciplinary problems to authorities
- Clean and sanitize lunch tables as needed
- Able to carry out all essential functions of the position as required by the secondary principal as defined in the job description for the position.

Starting Date

As soon as possible

Hours

Monday - Friday from 10:30 AM - 1:15 PM (3 hours scheduled daily)

Salary

\$13.73 per hour

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information, or any other legally protected characteristic, (collectively, "Protected Classes") in its programs and activities, including employment opportunities. If you feel you have been discriminated against, please contact:

Office of the Superintendent • 6500 Fourth St. • Holton, MI • 49425 • Phone: (231) 821-1700 • Fax: (231) 821-1724

Application Deadline

Until Filled

Application Instructions

Send letter of interest and resume to:

Erik Carlson, Principal
Holton Public Schools
6500 4th Street
Holton, MI 49425

Or

ecarlson@holton.k12.mi.us

Approved by Adam Bayne, Superintendent on September 3, 2025.

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