

PLEASE POST

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DATE: October 7, 2026
TO: All Qualified Candidates
FROM: The Office of the Superintendent
POSITION: PART-TIME SUPERVISOR
LOCATION: LAKELAND ELEMENTARY SCHOOL

QUALIFICATIONS:

- Cheerful, kind, and compassionate; demonstrates genuine love and respect for children
- Mature member of a professional team; supportive of colleagues
- Enthusiasm for learning new skills
- Supportive of the mission of Coldwater Community Schools
- Patient and flexible
- Prompt and efficient; maintains regular attendance
- Maintains confidentiality
- Able to stand for significant periods, stoop and bend, and tolerate changing weather conditions
- Assist children with special needs

HOURS: APPROXIMATELY 23.75 HOURS PER WEEK
MONDAY THROUGH FRIDAY
(When school is in session)

**SALARY
& BENEFITS:** PER [CESPA CONTRACT](#) (Coldwater Educational Support Personnel Association)

**DEADLINE
TO APPLY:** October 14, 2026 (or until position is filled)

**EXPECTED
DATE OF HIRE:** IMMEDIATELY UPON BOARD APPROVAL

**APPLY TO:
(INCLUDE LETTER OF
INTEREST, RESUME, &
REFERENCES)**

**HUMAN RESOURCES DEPARTMENT
COLDWATER COMMUNITY SCHOOLS
401 SAUK RIVER DR
COLDWATER, MI 49036
HR@CCSCARDS.ORG**

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NOTICE HAS BEEN POSTED LOCALLY & ON THE DISTRICT WEBSITE

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The Coldwater Community School District is an equal opportunity employer. Its hiring practices are in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972k, and Section 504 of the Rehabilitation Act of 1973, Subpart 84.5. No hiring practice shall discriminate against race, color, national origin, age, sex, or handicap.