

OPEN POSITION: LEAD CHILDCARE PROVIDER - Posted: 02-06-2018

LEAD CAREGIVER: Afternoon Childcare from 11:00-2:50pm (M-T-W-Th-F) AND After-school Childcare from 2:50-5:00pm. (M-Tu-W-Th-F)

30 hours per normal work week. Rate of Pay \$11.00/Hr.

SUMMARY

The purpose of the LEAD **CHILDCARE PROVIDER** is to oversee the planning, implementation, and evaluation of the classroom program and child assessment and to oversee staff for a specific group of children and overall care and supervision of children. The Lead Childcare Provider promotes healthy child development based on the developmental needs of the children.

The position reports to the Superintendent or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assure the accuracy of student attendance for the purpose of ensuring the safety of students and pupil accounting.

Assist with program planning and interact with children individually and in groups for the purpose of meeting social, emotional, physical and cognitive needs of all the children.

Involve the children in planning and decision-making for both small and large group activities for the purpose of establishing student buy-in and connections to the activities.

Assist in establishing and maintaining a clean, safe, and inviting environment for the purpose of providing an environment conducive to school-aged childcare.

Assist in establishing and maintaining a good daily communication with parents for the purpose of keeping parents informed.

Demonstrate professionalism through good attendance and punctuality as well as observe the rules of confidentiality for the purpose of providing quality school-aged childcare and protecting the privacy of the families enrolled.

Demonstrate good customer service while providing a positive attitude and welcoming school experience for students, parents, visitors and staff for the purpose of customer satisfaction.

Attend all required meetings, conferences and workshops and demonstrates willingness to work towards School Age Credentialing of self and accreditation of the program for the purpose of licensing and program success.

Maintain and communicate standards of pupil behavior and management expectations for the purpose of providing a safe and secure environment conducive to learning.

Coordinate, monitor and efficiently move students (individually or groups) to various locations within the educational setting for the purpose of ensuring student safety or order within the childcare setting.

Maintain and report required pupil accounting and inventory management record systems for the purpose of accurately collecting and reporting student demographic and accounting of district resources/inventories.

Utilize and operate standard district/school technology (e.g. email, telephone, computer, etc.) for the purpose of improved communications and job efficiencies.

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Utilize and operate standard district/school equipment (e.g. laminator, copier, audiovisual, etc.) for the purpose of preparing resources to be utilized by students within the childcare setting.

Understand and implement Board of Education Policy, Administrative Guidelines, and organizational practices for the purpose of consistency and compliance.

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

The position is responsible for the supervision of students (e.g. individual and small/large groups). In addition, the position may also supervise parents and volunteers with the educational setting or school sponsored events.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATE, LICENSES, REGISTRATIONS

Highly qualified as defined by the requirements of the Elementary and Secondary Education Act (ESEA), as known as No Child Left Behind (NCLB).

- High School Diploma (minimum)
- Associate's Degree (minimum)
- Bachelor's Degree (minimum)
- Master's Degree or higher (minimum)

_____ Teaching Certificate:
Must have an Associate's Degree or a valid CDA (Child Development Associate Credential)

Pass a standard physical and TB test. Obtain State Police Criminal Clearance, Finger-print and Family Independence Agency clearance for Child Protective Services.

LANGUAGE SKILLS

Ability to read, write, comprehend, and interpret documents, instructions and correspondence. Clearly and concisely communicate (orally and in written form) information in one-on-one, small group, and large group settings to students, parents, community members and employees of the organization.

MATHEMATICAL SKILLS

Ability to accurately add, subtract, multiply, and divide units of measurement using whole numbers, common fractions and decimals. Compute rates, ratios, and percentages as well as draw and interpret various graphs. Apply mathematical calculations and problem solving techniques in daily practical situations

REASONING ABILITY

Ability to apply common sense knowledge and understanding of situations to carry out oral and written instructions. Utilizes situational awareness and reasoning to solve problems that involve few concrete variables in standardized situations.

Richmond Community Schools

35276 Division * Richmond, Michigan 48062 * (586) 727-3565

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OTHER SKILLS AND ABILITIES

Ability to develop effective working relationships with students, staff, parents and community. Ability to perform duties with awareness of district requirements and Board of Education policies and administrative guidelines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; stand; sit; talk and hear; climb or balance; and stoop, kneel, crouch, and crawl. The employee must occasionally lift and or move up to 50 pounds. Specific vision abilities required by this job include close, distance, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment ranges from quiet to loud based on the situation and educational objectives. An acceptable noise level is a standard expectation within the educational environment.

APPLICANT SUBMISSION

Anyone interested in applying for this position should submit a letter of interest, resume, and transcripts to:

Brian Walmsley, Ed.S., Superintendent
Richmond Community Schools
35276 Division Road
Richmond, MI 48062

Or e-mail to: ttomayko@richmond.k12.mi.us

NON-DISCRIMINATION STATEMENT

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law,) height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. Should you need to contact someone about discrimination of any kind in the school district, contact the Superintendent at 35276 Division, Richmond, MI 48062.