

Position Open



36727 Jefferson Avenue
Harrison Township, MI 48045-2917
(586) 783-6300

Please post:
August 30, 2007

**EARLY CHILDHOOD EDUCATION
2007-2008 SCHOOL YEAR**

POSITION: SACC Caregiver – Aide (School Age Child Care)
BUILDING: Graham Elementary
EFFECTIVE: September 4, 2007
DAYS/HOURS: M, T, Th., F.
3:30 – 6:00 p.m.
W. –2:15 – 6:00 p.m.
13.75 hours per week
PAY RATE: \$8.64 p/hr.

QUALIFICATIONS:

1. High School Diploma
2. 18 years of age or older
3. Experience working with children preferred
4. Enjoy working with children

RESPONSIBILITIES:

1. To interact with the children individually and in groups so that special needs are met.
2. To involve the children in planning activities and in decision-making for both small and large group activities.
3. To assist in preparing and maintaining a clean, safe, and inviting environment.
4. To assist in establishing and maintaining good communication with parents.
5. To protect the privacy of the families enrolled by observing the rules of confidentiality.
6. To maintain a pleasant atmosphere for all children by using positive and consistent guidance techniques.
7. To attend monthly meetings and training workshops.
8. To help children with their homework.
9. To perform other duties as designed by the early childhood coordinator or by the main caregiver.

Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

All persons interested in the above position should send their **in district employee application form** (if district employee) or letter of application to the Personnel Office, 36727 Jefferson Avenue, Harrison Township, MI 48045-2917 **on or before, Friday, September 7, 2007, at 4:00 p.m.**

Gary L. Mrak
Director for Personnel

SACC Caregiver – Aide, Graham8-30-07

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