

Position Open



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

Please post:
October 15, 2007

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

POSITION: SACC Caregiver – Aide (School Age Child Care)
BUILDING: South River Elementary
EFFECTIVE: **Immediately**
DAYS/HOURS: Monday & Friday
7:00 – 8:45 a.m.
Tuesday & Thursday
7:00 – 8:45 a.m. & 3:30 – 6:00 p.m.
Wednesday
7:00 – 8:45 a.m. & – 2:30 – 6:00 p.m.
17.25 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, October 19, 2007, at 4:00 p.m.**

Gary L. Mrak
Director for Personnel
SACC Caregiver – Aide, S. River10-15-07

NOTICE OF NONDISCRIMINATION. It is the policy of L'Anse Creuse Public Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent for Personnel, L'Anse Creuse Public Schools Administration, 36727 Jefferson, Harrison Township, MI 48045, (586) 783-6300. Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director for Special Education, (586) 783-6500.

