

CENTREVILLE PUBLIC SCHOOLS  
190 HOGAN ST., PO BOX 158  
CENTREVILLE, MI 49032

July 26, 2018

**NOTICE OF VACANCY**

**POSITION:** Lead Caregiver for the Before and After School Program

**REPORTS TO:** Community Ed Director

**STARTING DATE:** August 2018

**NECESSARY QUALIFICATIONS:**

- Associate's degree in Child Development, Elementary Education, Physical Education, Recreation or a related field; OR
- A school-age child care credential or other office-recognized credential specific to the school-age developmental period; and one-year experience working with children less than 13 years of age; OR
- A high school diploma or its equivalent; and two years' direct experience working with children under 13 years of age.

**DESIRABLE QUALIFICATIONS:**

- Loves working with children.
- High energy, engaging and a team player.
- Warm, friendly, caring and upbeat personality.
- Motivated to work.

**RESPONSIBILITIES:**

- Maintain a welcoming, nurturing, safe, organized and age-appropriate learning environment for children during the hours of operation.
- Problem-solve with young children and manage behavior and groups of individual children, using language focused on "choice" and a growth mindset.
- Collaborate with other Before and After School Program members.
- Direct daily activities which could include: fitness activities, group games, arts & crafts, reading, homework completion, field trips and other activities.
- Ensure staff and program comply with guidelines for the Before and After School policies and host school policies.
- Follow and direct daily activities as per schedule.
- Perform administrative management functions to include accurate attendance records, accurate registration materials, and accurate staffing files and staffing hours.

**SALARY:** Commensurate with education and experience.

**APPLICATION:** Applications are being accepted through Frontline Education (aka Applitrack) only at <https://www.applitrack.com/sjcisd/onlineapp/default.aspx>. In addition to the on-line application, please include a letter of interest, resume', copies of university transcripts and relevant certifications. Email questions to Jane Rumsey, HR/Ex. Assistant at [jrumsey@cpschools.org](mailto:jrumsey@cpschools.org).

**APPLICATION DEADLINE:** Until Filled.