



WILLIAMSTON
COMMUNITY SCHOOLS

NOTICE OF VACANCY

- POSTING DATE:** July 19, 2021
- POSITION:** Assistant Director of Kids' Corner Childcare
- HOURS:** 30-40 hours per week, year-round. Program hours: M-F 6:45-6:00 p.m.
- REPORTS TO:** Early Childhood Education Director
- REQUIREMENTS:**
- Must be at least 19 years of age and pass all background clearance checks
 - High school diploma or equivalent
 - Lift up to 25lbs
 - Ability to build and maintain effective working relationships with students and staff
 - Ability to learn and implement new strategies or procedures to assist students ages 3-11
 - Strong communication skills
 - Physical abilities to frequently stand, walk, bend, kneel, sit on the floor, and/or lift
 - Excellent attendance on assigned workdays
 - Ability to respect and maintain confidentiality
 - Maintain 24 hours of yearly continuing education as outlined by Childcare Licensing
 - Uphold State of Michigan Childcare Licensing laws and regulations
 - Experience implementing Positive Behavior Interventions and Supports (PBIS)
- RESPONSIBILITIES:**
- Provide onsite supervision for school age childcare staff
 - Work as a team member supporting program, building and district practices and policies
 - Create and implement lesson plans for after-school programming
 - Facilitate social interaction and communication with families, peers and district staff
 - Oversee ratios, program operations and facilitate classroom/ office responsibilities.
 - Coordinate arrival and dismissal of elementary students surrounding elementary school day
 - Implement Positive Behavior Interventions and Supports and assist children in following the program routine
 - Ability to adjust quickly to meet student needs
 - Complete tasks assigned by program administration
 - Support office manager with student scheduling, applying payments, and ordering supplies
- SALARY:** \$14-16 based upon education and experience
- EDUCATION:** Minimum of CDA or Associates Degree in Early Childhood Education/Development or child related field
- STARTING DATE:** August 2021
- SEND LETTER OF INTEREST AND RESUME TO** Williamston Community Schools
Personnel Attn: Assistant Director of Kids' Corner
418 Highland Street
Williamston, MI 48895
- OR ONLINE @:** <http://tinyurl.com/WCSApps>
- DEADLINE:** Until Filled

Williamston Community Schools is an Equal Opportunity Employer