

Vacancy Notice

Position: ASSISTANT EDUCATOR OF YOUNG CHILDREN
Nonbargaining unit

Building: Greyhound Intermediate (Before and After School Care)
Approx. 7:00 a.m. – 8:30 a.m.
4:00 p.m. – 6:00 p.m.

Starting Date: September 7, 2010

Qualifications:

1. Must meet and adhere to all Michigan State Department of Human Services, to include a negative TB test and doctor's certification of good health to work with children. The TB test is due before employments begins
2. A minimum of a high school diploma or GED required with college degree preferred
3. Early childhood experience and/or training desired
4. Must be able to relate well with young children
5. Must work well with other staff members in a cooperative and professional manner
6. Must follow childcare discipline policy
7. Good work ethic and excellent attendance record required
8. Ability to follow directives as assigned by supervisors
9. Maintain current CPR and First Aide certifications
10. Must treat each child, parent, colleagues with dignity and respect

Duties:

1. Under the direction of the teacher, will assist in preparing instructional materials for use by students, while assisting individuals and small groups with learning activities providing classroom support as needed
2. Receive 12 hours of training, adhering to the guidelines outlined in the childcare licensing book.
Employee must provide the Child Care Director with proof of training, which will be maintained in a professional development log book.
3. Other administratively assigned duties

Apply In Writing To: Mrs. Diane Binkowski, H.R. Coordinator
Eaton Rapids Public Schools
912 S. Greyhound Drive
Eaton Rapids, MI 48827
Telephone: 517/663-1155 Fax: 517/663-2236
Email: dbinkowski@erpsk12.org

Application Deadline: August 24, 2010

Date of Posting: August 13, 2010

Authorized Signature: _____
Collin Smith, Chief Financial Officer

In compliance with federal and state equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, sex, color, national origin, age, or disability.