



**District Office**  
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<b>TITLE:</b> Before and After School Caregiver Position	<b>FLSA:</b> Non-Exempt
<b>REPORTS TO:</b> Child Care Director	<b>POSTED:</b> July 11, 2023
<b>SALARY:</b> \$12.60 per hour	<b>NUMBER OF DAYS:</b> School Year Plus Summer Program
<b>LOCATION:</b> Gateway and/or Oakview Elementary Schools / Adventure Club	

**POSITION SUMMARY**

- Hours of the program are 6:30 am to start of school and after school to 6:00 pm
- Part-time positions available
- Program runs during school year plus inservice and snow days and summer program
- Care involves interaction and instruction for school age children
- Position(s) and hours may change as the programs enrollment changes
- Person may also work in Little Wings child care program

**DUTIES AND RESPONSIBILITIES**

*These duties and responsibilities are judged to be “essential functions” in terms of the Americans With Disabilities Act (ADA).*

- To provide a nurturing, engaging, safe environment for children in the program
- To provide classroom support and monitoring of children’s needs
- To provide individual and small group care & instruction
- To provide support and assistance for the lead teacher
- To provide any assistance as required in making a successful, positive and nurturing environment for the children
- To be responsible for the children’s safety at all times
- Maintains sign in/out attendance sheets and snack reports as directed
- To attend staff meetings and other trainings as required
- Performs related work as required and other duties as assigned by the supervisor

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

**RECOMMENDED EMPLOYMENT QUALIFICATIONS**

**EXPERIENCE:**

- Experience working with children preferred
- Must be 16 years of age
- Possess professional and team oriented work ethics

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to demonstrate good judgment
- Ability to handle emergency situations
- To be accountable, punctual and dependable
- Understanding of the learning and growing process
- Ability to work effectively with administrators, colleagues, school based staff, students, parents and community
- Excellent oral and written communication and human relations skills

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must be willing to obtain certification in Infant/Child CPR and First Aid.
- Training in Blood Borne Pathogens is required as well as other safe schools training.
- Satisfactory background check for employment at a public school district and for a licensed child care provider is required for employment.
- A current negative TB test is required.
- A confidentiality statement, staff screening statement and a statement regarding abuse and neglect must be signed prior to employment.
- Annual professional development hours must be maintained.

*The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is required to walk and stand and move quickly. Ability to move around the classroom, gym, cafeteria and playground including stooping, bending, standing for extended periods and moving heavy objects. The employee will be required to lift children onto a changing table in the Little Wings program. Crisis intervention may require participating in physical restraints. While performing the duties of the job the employee will be required to leave the building in supervising students on the playground.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment usually varies. Work is performed indoors and outdoors all year round.

If interested in this position, please apply through [FastTrack](#). A completed online application is required for all applicants.

Applications will be accepted until the position is filled.

*It is the policy of St. Johns Public Schools that no person or applicant shall be discriminated against based on any protected class, be excluded from participation in, or be denied the benefits of any program or activity and in employment.*