



Gull Lake Community Schools  
Richland, Michigan

## JOB POSTING

### Child Care/Community Education Office Support – Part time

January 28, 2020

#### Job Summary:

Under the direction of the Child Care and Community Education Coordinator, the Community Education Office Support is responsible for assisting students, parents, staff and visitors.

#### Qualifications:

##### Required:

- A. High School diploma or general education degree
- B. Proficient use of computers including knowledge and use of Microsoft Office products and student data systems
- C. Must possess excellent written and verbal communication skills and proven organizational skills
- D. Demonstrated success as a collaborator and proven team player
- E. Demonstrated successful communication skills with students, staff, parent and community

##### Desired Characteristics:

- A. Prior office experience preferred
- B. Ability to handle many job responsibilities and prioritize duties
- C. Experience working with children
- D. Ability to plan and organize, good work habits

##### Duties:

- A. To provide office support to the Child Care and Community Education Coordinator
- B. To assist students, parents, staff and visitors
- C. Type correspondence, answer phones, process mail, and maintain general office files
- D. Process and maintain all necessary paperwork for supplies, materials, equipment and inventory
- E. Communicate effectively with students, staff and parents
- F. To accurately maintain student information and billing systems on a timely basis
- G. Assist in paperwork and requirements for Child Care Licensing
- H. May need to sub in childcare classrooms as needed
- I. Perform other duties as assigned by administration

#### STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

#### CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) 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.*

**Application Deadline: Until filled**

**Start Date: ASAP, School Year, Monday – Friday, 8:00 am to 12 noon**

**Salary: \$12.02 per hour**

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit an Frontline online application at [www.gulllakecs.org](http://www.gulllakecs.org) that includes a letter and resume.

**Questions:** Contact - Tonya Kammeraad, Human Resources  
tkammeraad@gulllakecs.org