



Gull Lake Community Schools  
Richland, Michigan

**JOB POSTING**

**Summer Child Care Aide - 5 positions**

**W. K. Kellogg Early Learning Center**

June 25, 2020

**Job Summary:**

Under the direction of the Child Care Site Supervisor and Administrator, the Child Care Aide is responsible to maintain a safe and nurturing environment while supervising children and completing necessary tasks in order to stay in compliance with State of Michigan Child Care Licensing.

**Qualifications:**

**Required:**

- A. Ability to supervise children and assist with operation of child care program
- B. Must be at least 18 years old
- C. Must have earned a high school diploma or equivalent
- D. Must possess excellent written and verbal communication skills and proven organizational skills
- E. Demonstrated success as a collaborator and proven team player
- F. Demonstrated successful communication skills with students, staff, parent and community

**Desired Characteristics:**

- A. Minimum of two years experience working in a child care setting preferred
- B. Ability to supervise children and assist with operation of a child care program
- C. Ability to follow directions and be flexible
- D. Knowledge of Michigan State licensing rules
- E. Summer Child Care Camp experience preferred

**Duties:**

- A. Supervise and assist children
- B. Help with lesson implementation and project preparation
- C. Follow Michigan State Licensing Rules
- D. Communicate with parents
- E. General cleaning and other duties as required
- F. 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**

**Employment Dates: June 29, 2020 – August 28, 2020**

**Salary: \$10.00 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 – Sherri Simmons, Human Resources, [ssimmons@gulllakecs.org](mailto:ssimmons@gulllakecs.org)