



Gull Lake Community Schools  
Richland, Michigan

**JOB POSTING**

**Child Care Program Director - Richland Elementary**

August 27, 2021

**Job Summary:**

Under the direction of the Child Care Administrator, the Program Director is responsible for the day-to-day operations of the program while keeping in compliance with State of Michigan Child Care Licensing at all times.

**Qualifications:**

**Required:**

- A. Ability to supervise children with operation of child care program
- B. Must be at least 21 years old
- C. Must have earned a Bachelor's degree or higher in child care related field
- D. Minimum of 2 years working in a child care center
- E. Must have current certification in child and adult CPR and first aid training
- F. 2 semester hours in child care administration from an accredited college or university or a minimum of 3.0 SB-CEU's in child care administration
- G. Must possess excellent written and verbal communication skills and proven organizational skills
- H. Demonstrated success as a collaborator and proven team player
- I. Demonstrated successful communication skills with students, staff, parent and community

**Desired Characteristics:**

- A. Ability to supervise children and is responsible for the operation of a child care program
- B. Ability to follow directions and be flexible
- C. Knowledge of Michigan State licensing rules

**Duties:**

- A. Responsible for the daily operation and implementation of the program
- B. Supervise site staff
- C. Help with lesson planning, implementation and project preparation
- D. Follow and enforce Michigan State Licensing Rules
- E. Communicate with parents
- F. General cleaning and other duties as required
- G. Perform other duties as assigned by administration

**STATEMENT OF NONDISCRIMINATION**

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: Open Until Filled**

**Start Date: ASAP**

**Hours: Monday – Friday, 6:15 a.m. to 10:00 a.m. and 2:00 p.m. to 6:00 p.m.**

**Salary: \$13.50 per hour**

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

**Questions:** Sherri Simmons, email: [ssimmons@gulllakecs.org](mailto:ssimmons@gulllakecs.org), ph: 269/548-3415