

**BREITUNG TOWNSHIP SCHOOL DISTRICT
KINGSFORD, MICHIGAN**

PLEASE POST

POSITION OPENING

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TITLE: Part-Time Child Care Provider - 6 hours per day

POSTING DATE: August 19, 2024

QUALIFICATIONS:

1. High School Diploma
2. Advanced education in Early Childhood Education preferred
3. Experience working with children
4. Ability to communicate courteously and effectively with children and adults
5. Applicant should demonstrate knowledge of child development and the ability to develop and implement age appropriate theme or center related activities for children
6. Applicant should possess CPR/First Aid certification
7. Clerical skills, such as typing, computer skills, preferred
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Child Care Center Director

SALARY: Per BTESPA Master Agreement

PERFORMANCE RESPONSIBILITIES:

1. Daily preparation and implementation of activities and environment
2. Lesson planning
3. Supervision in the cafeteria, on the playground and in the center, to assist in providing a safe and orderly environment
4. Work with individual or groups of children
5. Assist director with routine tasks
6. Perform occasional clerical tasks and photocopying
7. Maintain a high level of ethical behavior and confidentiality of information about children, parents and staff
8. Other duties as assigned by the director

EVALUATION: Performance of this position will be evaluated per board policy and BTESPA Master Agreement with board of education.

METHOD OF APPLICATION: Submit letter of application, resume listing qualifications and experience, and BTS Employment application located at www.kingsford.org to:

Mrs. Michelle Kleikamp, Superintendent's Executive Secretary
Breitung Township School District
810 W. Pyle Drive,
Kingsford, Michigan 49802

CLOSING DATE OF APPLICATION: August 26, 2024, 3:00 p.m. CDT for initial consideration
Posting will remain open until filled.

BREITUNG TOWNSHIP SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER