



Gull Lake Community Schools  
Richland, Michigan

## JOB POSTING

### Support Staff - Child Care Site Supervisor – W. K. Kellogg Early Learning Center

December 10, 2024

**Job Summary:**

Under the direction of the Child Care Administrator, the Site Supervisor 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 19 years old
- C. Must have earned a high school diploma or equivalent
- D. Must have 480 hours of experience working as a caregiver in a program serving school-age children that meets the requirements of 1973 PA 116, MCL 722.111
- E. Must have current certification in child and adult CPR and first aid training 16 hours of documented school-age training
- F. Must possess excellent written and verbal communication skills and proven organizational skills
- G. Demonstrated success as a collaborator and proven team player
- H. 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 follow directions and be flexible
- C. Knowledge of Michigan State licensing rules

**Duties:**

- A. Responsible for the daily operation and implementation and evaluation of the classroom program and child assessment, supervision of the site staff and for overall care and supervision of children
- B. Help with lesson planning, implementation and project preparation
- C. Follow and enforce 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**

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**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, hours vary each week**

**Salary: \$15.50 per hour**

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit a 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)