Gull Lake Community Schools
Richland, Michigan

JOB POSTING
AACC-School Age Site Supervisor-Richland/Kellogg Elementary

October 5, 2026

Job Summary:
Under the direction of the Child Care Administrator, the School Age Site Administrator 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. A site administrator shall be present at the center during all hours of operation when the program administrator overseeing multiple sites is not on the premises.
B. Site administrators are responsible for the daily operation and implementation of the site program, supervision of the site staff, and overall care and supervision of children.
C. Site administrators shall assist the program administrator in all of the following:
   - Developing, implementing, and evaluating program and center policies.
   - Administering day-to-day operations, including being available to address parent, child, and staff issues.
   - Monitoring and overseeing staff.
D. Site administrators shall meet both of the following qualifications:
   - Be not less than 18 years of age and have a high school diploma or GED.
E. Site administrators shall meet 1 of the following to be qualified:

All of the following:
- A minimum of 6 months of experience.
- 6 semester hours, 9 CEUs, or a combination to equal 90 clock hours of coursework in child care administration, early childhood education, child development, youth development, or a child-related field. Up to 30 hours of training from MiRegistry may be used to meet these requirements.
- Work for a center that participates in great start to quality.

All of the following:
- A minimum of 3 months of experience.
- A valid child development associate credential, Montessori credential, Michigan youth development or credential, or associate degree in a child-related field.
- Work for a center that participates in great start to quality.

Both of the following:
- An associate degree or higher in any field of study.
- 15 clock hours of school-age training.

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: October 19, 2026
Hours: Monday – Friday, Hours Vary
Salary: $17.09 per hour
Apply To: Candidates who are qualified and wish to be considered for this position must submit a Red Rover application at www.gulllakecs.org that includes a letter and resume.

Questions: Deanne Austin, email: daustin@gulllakecs.org, ph: 269/548-3417