

FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER

Posting Dates: May 22, 2008 – Until Filled

TITLE: Child Care Assistant Substitute

Applications may be obtained from the Early Childhood Education Office, Second Floor, Administration Building, 923 E. Kearsley Street, Flint, Michigan 48503, telephone (810) 760-1880.

QUALIFICATIONS:

Education: High school diploma or GED certificate.

Completion of a vocational training course in child care and child development or previous or current enrollment in college level courses in child care and child development.

Experience: Experience in working with and relating to young children.

Evidence of maturity and ability to relate well to children, staff and parents.

Evidence of enthusiasm, eagerness and friendliness when working with children, staff and parents.

Good physical and emotional health.

Other Requirements:

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance, including digital fingerprinting; 3) reference check; and 4) 5-panel drug test. Employees must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REPORTS TO: Building Director, Program Manager, or Principal

TERMS OF EMPLOYMENT: Child Care Assistant Substitute Rate (\$7.15/hour; \$7.40/hour 7/1/08)

ESSENTIAL FUNCTIONS:

Responsible for assisting the child care leader or manager in the general supervision and management of the children's program in one of the Child Care Programs.

Assists the child care leader or manager in implementing the children's program.

TITLE: Child Care Assistant Substitute

ESSENTIAL FUNCTIONS (Continued):

Supervises the children and provides a safe environment for the children.

Interacts, plays and communicates with the children.

Assists with snack/meal services as needed.

Assists in all aspects of set up, clean up, room maintenance and room decoration (i.e. changing pants, mopping, bulletin boards, etc.)

Lifts children, sits on the floor with children and goes outside with the children as needed.

Leads group time and acts as child care leader or manager in the leaders; or managers' absence.

Attends staff meetings and trainings.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties and responsibilities may be assigned.

PHYSICAL DEMANDS FOR POSITION:

Medium Work (See U.S. Department of Labor Guidelines)

Lifting children, sitting on the floor with children and going outside with children as needed.

chf-human resources
05/20/08

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the: Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St., Flint, Michigan 48503-1974 • (810) 760-1124.

Translation services are available upon request, please call 760-6770

خدمات ترجمة متوفرة تحت الطلب، الرجاء أن تتصلوا على رقم الهاتف 760 - 6770

Ponemos a sus órdenes el servicio de traducción. Las personas interesadas, favor de llamarnos al 760-6770

設有翻譯服務，祇要提出要求，請電760-6770.