



Serving Menominee, Delta, and Schoolcraft Counties  
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**From:** Sharon Reisner, Head Start Secretary  
**Date:** January 31, 2018  
**Subject:** Job Opening

The Menominee-Delta-Schoolcraft Community Action Agency, Early Childhood Program, will have the following job opening in **Delta County**:

**SPECIAL NEEDS PROGRAM ASSISTANT:** Looking for a Special Needs Program Assistant in Delta County, part time, up to 29 hours/week, starting wage: \$9.82 - \$10.45/hour. High school diploma/GED and experience in early childhood services required. Early childhood training/ coursework and/or Child Development Associate preferred. Experience working with preschool developmental delays preferred. Experience working with young children and their parents in a preschool setting is required. Experience working with preschool developmental delays is preferred. If interested, please send your resume with the position applying for on the outside of the envelope to: KB Reisner, 111 North 5<sup>th</sup> Street, Escanaba, Michigan 49829 no later noon than February 13, 2018.

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**MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY**  
**Job Description**

<b>Program:</b>	Early Childhood Program	<b>Reports To:</b>	Teacher
<b>Job Title:</b>	Program Assistant - Classroom	<b>Supervises:</b>	No supervisory duties
<b>Job Location:</b>	As Assigned		
<b>Job Classification:</b>	Temporary or Regular, Hourly, Part-Time / Non-Union Position		

**QUALIFICATIONS**

**Experience:** Experience working with young children and their parents in a preschool setting is required. Experience working with preschool developmental delays is preferred.

**Education:** High school diploma/GED and experience in early childhood services required. Early childhood training/ coursework and/or Child Development Associate preferred. Experience working with preschool developmental delays preferred.

**Other Factors:** A standard 8 hour work day requires the ability to: **1]** perform medium work—lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds; **2]** stand/walk for 4-6 hours; **3]** sit 3-5 hours; **4]** drive 1-3 hours; **5]** use hands for repetitive simple grasping, fine manipulation, pushing and pulling; **6]** use feet for repetitive movement as in operation of foot controls (driving); **7]** frequently bend, squat, twist body; and **8]** occasionally climb.

Must be available for flexible work hours to include days, evenings, occasional weekends and summer months.

Must abide by state requirements for MI Child Care Licensing to include health requirements, Central Registry clearance and criminal history checks.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

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### **MISSION STATEMENT FOR CLASSROOM PROGRAM ASSISTANTS**

To prepare young children, prenatal to age five, for school readiness through high quality early education services and family engagement.

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### **ESSENTIAL FUNCTIONS**

1. Ensure the delivery of quality child development/health and disabilities services that meet or exceed all regulatory requirements as directed
2. Demonstrate respect for others by sharing information objectively and non-judgmentally and adjust verbal and written communication strategies for different audiences.
3. Maintain staff and family confidentiality by limiting conversations about them and access to their records to those directly involved in providing services to them and by ensuring that confidentiality policies are followed across the program.
4. Promote a collaborative, productive working environment by following established communication protocols, clearly articulating expectations, outcomes, and timelines, and using conflict resolution and negotiation skills when needed.
5. Development and implementation of ongoing professional development goals as approved and/or assigned.
6. Develop and maintain competency in the use of a variety of technology systems as directed by supervisor.
7. Complete all documentation and reporting requirements in an accurate and timely manner.
8. Support the program's efforts to generate Non-Federal Share.
9. Serve as a child care provider for family involvement activities.
10. Attend IEP meetings as assigned.
11. Maintain regular and punctual work attendance.
12. Abide by all CAA/Early Childhood Program Personnel Policies.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.