



Serving Menominee, Delta, and Schoolcraft Counties
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Executive Director

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From: Sharon Reisner, Head Start Secretary
Date: June 26, 2017
Subject: Job Openings

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

CENTER AIDE: Looking for a Center Aide in Menominee, part time, up to 26 hours/week, starting wage: \$8.90/hour. High school diploma/GED required. Some early childhood training/coursework is preferred. Willingness to obtain CDL license preferred. Experience working with young children and their families required. Experience working with young children and their families in a classroom setting is preferred. If interested, please send your resume with the position applying for on the outside of the envelope to: AS Reisner, 111 North 5th Street, Escanaba, Michigan 49829 no later than August 14, 2017.

CENTER AIDE: Menominee, part time, up to 22 hours/week, starting wage: \$8.90/hour. High school diploma/GED required. Some early childhood training/coursework is preferred. Willingness to obtain CDL license preferred. Experience working with young children and their families required. Experience working with young children and their families in a classroom setting is preferred. If interested, please send your resume with the position applying for on the outside of the envelope to: ASL Reisner, 111 North 5th Street, Escanaba, Michigan 49829 no later than August 14, 2017.

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MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY
Job Description

Program: Early Childhood **Reports To:** Designated Supervisor
Job Title: Center Aide/Bus Monitor **Supervises:** No supervisory duties
Job Location: As Assigned
Job Classification: Regular or Seasonal, Hourly, Part Time / Union Position

QUALIFICATIONS

Experience: Experience working with young children and their families required.
Experience working with young children and their families in a classroom setting is preferred.

Education: High school diploma/GED required. Some early childhood training/coursework is preferred. Willingness to obtain CDL license 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 and/or weekends.

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.

MISSION STATEMENT

As a member of a professional early education team, the mission of a Center Aide is to support the development of children's confidence, curiosity and competence by following the guidance and modeling of the teacher and completing each assigned task in an efficient and effective manner. To work effectively with the Bus Driver to provide a safe, reliable and educational environment for children during transportation and to interact in a respectful manner with each child and parent/guardian at all times.

ESSENTIAL FUNCTIONS

1. Work as an effective team member in providing quality child development/health, disabilities and transportation services that meet or exceed all regulatory requirements as directed.
2. Assist with family involvement activities as assigned, to include but not limited to: providing child care, food service, activity prep and clean-up.
3. Perform daily general and periodic cleaning, as assigned.
4. Perform tasks related to food service to include but not limited to: monitor inventory and Notify the Center Administrator of the food service supplies needed, address food service concerns, coordinate menu posting, changes and substitutions, as assigned and directed by supervisor.
5. Demonstrate respect for others by sharing information objectively and non-judgmentally and adjust verbal and written communication strategies for different audiences.
6. 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.
7. Develop and implement of ongoing professional development goals as approved and/or assigned.
8. Actively support program efforts to initiate and maintain community partnerships to promote communication, cooperation and sharing of information among local, state or national committees/advisory groups/boards to improve services to children and families.
9. Develop and maintain competency in the use of a variety of technology systems as directed by supervisor.
10. Complete all documentation and reporting requirements in an accurate and timely manner.
11. Support the program's efforts to generate Non-Federal Share.
12. Maintain regular and punctual work attendance.
13. 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.