



Serving Menominee, Delta, and Schoolcraft Counties  
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Executive Director

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## MEMORANDUM

**To:** All CAA Employees  
**From:** Sharon Reisner, Head Start Secretary  
**Date:** October 5, 2017  
**Subject:** Job Openings

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

**SUB CENTER AIDES:** Looking for Sub Center Aides in Delta, Menominee, and Schoolcraft Counties part time – as needed, starting wage: \$9.01/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 is 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: KB Reisner, 111 North 5<sup>th</sup> Street, Escanaba, Michigan 49829 no later than October 20, 2017.

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### MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY

#### Job Description

**Program:** Early Childhood  
**Job Title:** Center Aide/Bus Monitor Floating Center Aide  
**Job Location:** As Assigned  
**Job Classification:** Regular or Seasonal, Hourly, Part Time / Union Position

**Reports To:** Designated Supervisor  
**Supervises:** No supervisory duties

#### 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 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**

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. 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.