



Serving Menominee, Delta, and Schoolcraft Counties
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Executive Director

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Early Childhood Director

From: Sharon Reisner, Head Start Secretary
Date: November 7, 2018
Subject: Job Opening

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

SPECIAL NEEDS PROGRAM ASSISTANT: Manistique, part time, up to 15 hours/week, starting wage: \$10.08 - \$10.72/hour depending on education and credentials. 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 qualified and interested, please send your resume with the position applying for on the outside of the envelope to: BW Reisner, 111 North 5th Street, Escanaba, Michigan 49829 no later than November 21, 2018.

Menominee Delta Schoolcraft Community Action Agency is an affirmative-action, equal-opportunity employer. MDS Community Action Agency programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY
Job Description

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

QUALIFICATIONS

Experience: 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.

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.

MISSION STATEMENT

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

ESSENTIAL FUNCTIONS

1. Ensure the delivery of quality child development/health and disabilities services that meet or exceed all regulatory requirements as assigned.
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. Complete training as assigned based on collaboration with ISD
11. Attend IEP meetings as assigned.
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. Nothing in this job description restricts Management's rights to assign or reassign duties and responsibilities to this job at any time.