



Serving Menominee, Delta, and Schoolcraft Counties
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MEMORANDUM

To: All CAA Employees
From: Sharon Reisner, Administrative Assistant
Date: March 4, 2020
Subject: Job Opening

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

CENTER AIDE: The Menominee-Delta-Schoolcraft Community Action Agency, Early Childhood Program, is looking for a Center Aide in Menominee: part time for 32 hours/week. The starting wage is \$9.73/hour. **Education:** High school diploma/GED required. Some early childhood training/coursework is preferred. Willingness to obtain CDL license preferred. **Experience:** Experience with preschool children is preferred.

Go to our website at www.mdscaa.org to see the complete job description. You must complete an application and send it with your resume to be received no later than March 18, 2020 to:

MDS CAA ECP
ATTN: AKG-Sharon
111 N. 5th Street
Escanaba MI 49829

Or E-mail completed application and resume to: sreisner@mdsecp.org with position applying for in the subject line

PLEASE POST

MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY
Job Description

Program:	Early Childhood	Reports To:	Designate Supervisor
Job Title:	Center Aide/Bus Monitor Floating Center Aide	Supervises:	N/A
Job Location:	As Assigned		
Job Classification:	Regular or Seasonal, Hourly, Part Time / Union Position		

QUALIFICATIONS

Experience: Experience with preschool children 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.

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. 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 or kitchen aide 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. Nothing in this job description restricts Management's rights to assign or reassign duties and responsibilities to this job at any time.