



Serving Menominee, Delta, and Schoolcraft Counties  
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Julie Moberg  
Executive Director

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## MEMORANDUM

**To:** All CAA Employees  
**From:** Sharon Reisner, Head Start Administrative Assistant  
**Date:** January 31, 2019  
**Subject:** Job Opening

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

**TEACHING ASSISTANT:** Gladstone, 24 hours/week, starting at \$11.46 - \$12.40/hour depending on education, experience, and credentials. Associate Degree in Early Childhood/Child Development and experience working with young children and their parents in a preschool setting are required. Experience working with young children and their parents in a preschool classroom is preferred.

If qualified and interested, please go to our website at [www.mdscaa.org](http://www.mdscaa.org) to complete an application and send it with your resume with the position applying for on the outside of the envelope to: BW Reisner, 111 N. 5<sup>th</sup> Street, Escanaba, Michigan 49829 to be received no later than February 18, 2019.

**PLEASE POST**

# MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY

## Job Description

<b>Program:</b>	Early Childhood/Head Start	<b>Reports To:</b>	Teacher
<b>Job Title:</b>	Teaching Assistant / Bus Monitor	<b>Supervises:</b>	No supervisory duties
<b>Job Location:</b>	As assigned		
<b>Job Classification:</b>	Regular, Hourly, Part Time / Union Position		

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### QUALIFICATIONS

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

**Education:** Associate Degree in Early Childhood/Child Development is required.

**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 Michigan 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 success through high quality early education services and family engagement.

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### ESSENTIAL FUNCTIONS

1. Work cooperatively with the Teacher in the development and implementation of individualized curriculum plans to ensure compliance with Head Start Program Performance Standards, Michigan Child Care Licensing Regulations, Michigan Great Start Readiness Program standards and all program policies and procedures.
2. Ensure the delivery of quality child development/health and disabilities services that meet or exceed all regulatory requirements as directed.
3. Participate in family involvement activities that increase parent understanding of child development and encourage the growth of positive parent-child relationships.
4. Demonstrate respect for others by sharing information objectively and non-judgmentally. Adjust verbal and written communication strategies for different audiences.
5. Maintain staff and family confidentiality by limiting conversations about them and access to their records to those directly involved in providing services to them. Ensure that confidentiality policies are followed across the program.
6. 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.
7. Develop and implement 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. Assist with family involvement activities as assigned, to include but not limited to: providing child care, food service, activity prep and clean up.
14. Perform daily general and periodic cleaning as assigned.
15. 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.
16. Abide by all Community Action Agency/Early Childhood 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.