



Serving Menominee, Delta, and Schoolcraft Counties  
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Escanaba, Michigan 49829  
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Julie Moberg  
Executive Director

Myra Smeester  
Early Childhood Director

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## MEMORANDUM

**To:** All CAA Employees  
**From:** Sharon Reisner, Head Start Secretary  
**Date:** October 22, 2019  
**Subject:** Job Opening

Do you love kids?  
Do you want to make a difference?  
We would love for you to join our team!!

The Menominee-Delta-Schoolcraft Community Action Agency, Early Childhood Program is looking for individuals that show interest in developing a career working for a mission driven organization. We promote a safe and healthy environment for our children families and staff. We offer benefit packages based on number of hours a week and competitive wages compared to other Early Childhood Programs.

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

**TEACHER:** Escanaba, full time, 36 hours/week, starting wage: \$14.53 - \$17.29/hour depending on education and credentials. **Experience:** Experience with preschool children in a classroom setting is preferred. **Education:** A Bachelor's degree in Early Childhood or a Bachelor's degree in Elementary Education with a valid Michigan Teaching Certificate and 18 credits in Early Childhood is required. An Associate's in Early Childhood may be considered.

Go to our website at [www.mdscaa.org](http://www.mdscaa.org) to see the complete job description. Complete an application and send it with your resume and transcripts to:

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

Or E-mail completed application, resume, and transcripts to: [sreisner@mdsecp.org](mailto:sreisner@mdsecp.org) with position applying for in the subject line

**PLEASE POST**

**MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY**  
**Job Description**

**Program:** Early Childhood Program

**Job Title:** Teacher

**Job Assignment:** As Assigned-Preschool Class

**Job Classification:** Regular, Hourly, Full or Part Time

**Reports To:** Ed Manager/Coordinators

**Supervises:** Teaching Assistant, Center Aide,  
Special Needs Assistant

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**QUALIFICATIONS**

**Experience:** Experience with preschool children in a classroom setting is preferred.

**Education:** A Bachelor's degree in Early Childhood or a Bachelor's degree in Elementary Education with a valid Michigan Teaching Certificate and 18 credits in Early Childhood is required. An Associates in Early Childhood may be considered.

**Other Factors:** A standard 8 hour work day requires the ability to: **1]** perform heavy 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 have reliable transportation and a valid driver's license with no more than six points.

Must be available for flexible work hours to include days, evenings, and/or occasional weekends and summer months.

Must abide by state requirements for Michigan Childcare 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. Ensure the development and implementation of individualized curriculum plans that meet or exceed Head Start Program Performance Standards, Michigan Child Care Licensing Regulations, Michigan Great Start Readiness Program Standards and program policies and procedures.
2. Provide opportunities in the home and center which increase parent understanding of child development and encourage the growth of positive parent-child relationships.
3. Work in partnership with families to identify, implement and monitor progress towards individualized goals that address parent, child and family needs.
4. Ensure the delivery of quality child development/health and disabilities services that meet or exceed all regulatory requirements through on-going direct supervision of assigned staff to include: training, coaching, monitoring, evaluation and the development, implementation and monitoring of professional development plans, and the administration of disciplinary action as needed.
5. Refer children and families to community resources as appropriate.
6. Serve as Service Coordinator for children enrolled in Early On, as assigned.
7. Support parents in the development of advocacy skills.
8. Advocate on the behalf of children and families by identifying resources to address the needs of families to assure cooperation and information sharing.
9. Serve as lead of the center team in planning and facilitating center parent involvement activities to include center parent groups, parenting classes, family socializations, and other parent involvement activities as assigned.
10. Ensure that timesheets and other documents are properly filled out for assigned supervisees.
11. Act as contact person for the Administrative Office and disseminate information, as assigned.
12. Assist in planning, implementing, and tracking child health, family development, parent involvement, and special needs.
13. Provide parent education and resources around child health and nutrition.
14. Recruit/take applications for the Early Childhood Program in an accurate and timely manner.
15. Advise media, staff and Administrative Office of center closures, as assigned.

16. Coordinate cleaning and maintenance needs of the center, to include supervision of maintenance staff, as assigned.
17. Conduct safety drills as required.
18. Coordinate food services to include monitoring inventory, posting menus and communication with the Health/Disabilities Manager, as assigned.
19. Maintain complete and up to date licensing records to include volunteer clearances, staff files and center licensing binder, as assigned.
20. Ensure completion of tasks on the monthly Cleaning and Site Safety Checklist, as assigned.
21. Facilitate the transition of children and families exiting the program.
22. Demonstrate respect for others by sharing information objectively and non-judgmentally. Adjust verbal and written communication strategies for different audiences.
23. 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.
24. Promote a collaborative, productive working environment by following established communication protocols, clearly articulating expectations, outcomes, and timelines, and by using conflict resolution and negotiation skills when needed.
25. Develop and implement ongoing professional development goals as approved and/or assigned.
26. 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.
27. Develop and maintain competency in the use of a variety of technology systems as directed by supervisor.
28. Complete all documentation and reporting requirements in an accurate and timely manner.
29. Support the program's efforts to generate Non Federal Share.
30. Maintain regular and punctual work attendance.
31. 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.