

# MONTROSE COMMUNITY SCHOOLS



## INTERNAL/EXTERNAL JOB POSTING

April 23, 2025

Carter Elementary Latchkey

### Required Qualifications

1. *First Aide/CPR training (can be done after hire)*
2. *16 clock hours per year in Early Childhood training (training to take place after position is filled)*
3. *Must work well with children 3 years to 12 years*
4. *Collect/receipt of weekly fees*
5. *Must communicate well with parents*
6. *Organize activities and lesson plans*
7. *Serving and record keeping of snacks*
8. *Must be flexible and be able to work more hours if needed*
9. *Other tasks assigned by Supervisor*

### Duties and Skills

1. Promotes a professional image of the school district and encourages community partnerships that enhance district programs.
2. Supports an inclusive educational environment. Provides opportunities for all students to participate.
3. Promotes the proper use, care, and security of school property and spaces.
4. Takes all reasonable precautions to ensure safety. Provides appropriate student supervision.
5. Uses diplomacy and exercises self-control when dealing with other individuals.
6. Balancing, bending, crouching, kneeling, reaching, and standing.
7. Lifts, carries, and moving work-related supplies/equipment.
8. Maintains an acceptable attendance record and is punctual.
9. Maintains the confidentiality of privileged information.
10. Must be available to supervise and take over when the director is out of the building.

### Work Conditions and Compensation:

1. Third party employee
2. Monday through Friday full time (hours may vary during summer and school year).

Interested applicants should visit <https://www.applitrack.com/gcaps/onlineapp/application.aspx?login=true>

And complete the application, including resume and copies of credentials.

Please direct all questions to:

**Carla Reinhart, Latchkey Supervisor**

*[Handwritten signature]*  
4-16-25

Montrose Community Schools does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category in its programs and activities, including employment opportunities.

Any person who believes that s/he has been discriminated against should immediately contact the School District's Compliance Officer listed below

Mr. Casey Schaub  
High School Principal  
810-591-8822  
[cschaub@montroseschools.org](mailto:cschaub@montroseschools.org)

Mrs. Shawna Birchmeier  
Middle School Principal  
810-591-8832  
[rbarber@montroseschools.org](mailto:rbarber@montroseschools.org)