



# LAKEVIEW PUBLIC SCHOOLS

27575 Harper Avenue, St. Clair Shores, Michigan 48081  
586-445-4000 Ext. 2503 | [www.lakeviewpublicschools.org](http://www.lakeviewpublicschools.org)



## NOTICE OF VACANCY

The following positions are available for the 2024-2025 School Year:

### **MULTI-SITE LATCHKEY COORDINATOR** **OVERSIGHT OF 3 BUILDINGS**

#### **Certification Requirements & Qualifications:**

- Be at least 21 years of age
- Bachelor's degree or higher in a child-related field
  - *"Child-related field" means 1 of the following: Academic courses in early childhood education, elementary education, secondary education, special education, physical education and recreation, child development, child guidance, child counseling, child psychology, family studies, social work, human services, or youth development.*
- Complete State of Michigan Childcare Licensing online "Orientation" within 30 days of hire as required by Licensing
- Ability to successfully pass a Childcare licensing background check
- Ability to successfully pass a TB Test
- First-Aid, CPR, and Blood Borne Pathogen Trained

#### **Required Skills:**

- Ability to work cooperatively with students, parents, staff, and district administration
- Effective communication skills, both orally and in writing
- Good organizational and problem solving skills
- Enthusiastic and takes initiative
- Experience working in a licensed school-age childcare setting (preferred)
- Past leadership experience (preferred)
- Self-directedness and initiative when given a variety of tasks and responsibilities
- Possess physical abilities sufficient to employ physical intervention strategies when necessary, i.e. non-violent crisis intervention techniques
- Enthusiastic and takes initiative

#### **Responsibilities:**

- Be at each site a minimum of 1 PM session per week, per building (between 3:30-6pm) and maintain written documentation of site visits, including dates and times
- Be available to the site Head Latchkey Assistant and other on-site staff during all hours of program operation
- Develop, implement, and evaluate program and center policies
- Administer day-to-day operations, including being available to address parent, child, and staff issues.
- Monitor staff, including annual evaluations
- Work with building staff and administration to ensure proper programming and compliance are happening on site
- Report any possible concerns or non-compliance issues immediately to Latchkey Supervisor
- Work with administration to address any staff, parent, or student concerns
- Oversee the ordering of supplies by site, when needed

#### **Nondiscrimination and Access to Equal Education Opportunity**

It is the policy of the Board that no student in this District shall, on the basis of race, color, religion, national origin or ancestry, age, gender marital status, sexual orientation, disability, height, weight, and/or other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefit of, or otherwise be subjected to discrimination in its programs and/or activities. Any person believing they have been discriminated against may bring a complaint to the local civil rights coordinator: Deputy Superintendent, 27575 Harper Ave, St. Clair Shores, MI 48081, 586-445-4000 x2503.



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- Oversee staff to student ratios
- Attend planning meetings with Latchkey Supervisor as needed
- Meet regularly with building administrator and Latchkey Supervisor to coordinate needs of the program
- Perform other duties, as assigned by administration

### **Compensation:**

- Annual Stipend
  - Position I: Oversight of 2 Buildings (6-9 hours per week x 36 weeks) = \$7,200.00
  - Position I: Oversight of 3 Buildings (9-12 hours per week x 36 weeks) = \$10,800.00

*\*Stipend will be prorated for the 2023-2024 school year based upon start date*

**DEADLINE FOR APPLICATION: 3:00 PM – FRIDAY, JULY 26, 2024 (or until filled)**

**[ACCEPTING ONLINE APPLICATIONS ONLY](#)**

Please submit your online application at [www.lakeviewpublicschools.org](http://www.lakeviewpublicschools.org), and include a letter of interest, resume, transcripts, teaching certificate, and references.

**\*Qualified candidates who are represented by Lakeview Support Personnel Union shall be given preference for employment (please see attached for additional details)**

Tracy L. Van Peeren, Deputy Superintendent

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