



WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal/External

Position: Child Care Assistant (Before and After School)

Location: Haviland Elementary School

Minimum Qualifications:

- High School Diploma
- Current CPR and First Aid certification preferred
- CPI Trained preferred
- Experience working with school age children
- Must be able to work flexible hours
- Strong verbal and written communication skills
- Present a professional, courteous and tactful image and represent the district in a positive manner
- Ability to communicate and work effectively with students, parents and district staff

Essential Functions:

- Provide safe, nurturing environment while supervising children in their care
- Assist in planning of age appropriate activities
- Assist in maintaining children's files according to licensing guidelines
- Clean and maintain rooms, play and changing areas according to licensing and district guidelines
- Communicate appropriately with parent and other staff members
- Maintain CPR/First aid certification, physical and TB requirement according to required licensing guidelines
- Perform additional duties as deemed advisable by the administrator

Reports To: Manager of Child Care Programs

Workday/Week: Monday – Friday
3-4 hours per day

Starting Date: ASAP

Compensation: \$14.25 per hour

Posting Date: January 30, 2025

Posting Deadline: Until filled

Internal and external candidates may apply by visiting www.waterford.k12.mi.us and selecting the icon “Employment” and next, “Job Postings Directory”. Include letter of intent, resume, and letter(s) of reference with the application. Employment is contingent upon receiving all required documentation (e.g., criminal background investigation and fingerprint records.)

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