



WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal/External

Position: Child Care Coordinator

Location: Stepanski Early Childhood Center

Minimum Qualifications: (One or more of the following)

- A Bachelor's or higher in a child related field (Early childhood development, elementary education, social work, family studies, child psychology)
- An Associate's degree in a child related field and 480 hours experience
- Montessori credential with 12 semester hours in a child related field and 480 hours experience
- Valid Michigan School Age/Youth Development credential with 12 semester hours in a child related field and 480 hours experience
- Valid Child Development Associate Credential (CDA) with 12 semester hours in a child related field and 480 hours experience
- 2 semester hours or 3 CEU's in Child Care Administration or have an Administrative credential approved by the department
- 60 semester hours with 12 semester hours in a child related field and 720 hours experience
- High school diploma/GED with 6 semester hours in a child related field and 2,880 hours experience
- Must be able to work flexible hours
- Current CPR/FA certification preferred (must obtain if hired)

Essential Functions:

- Administer day to day operations, including being available to address parent, child and staff issues
- Develop, implement and evaluate center policies and programs
- Perform additional duties assigned by supervisor

Reports to:	Manager of Child Care Programs
Workday/Week:	Monday – Friday 40 hours per week
Starting Date:	TBD
Compensation:	\$18.75 - \$21.15 per hour, based on experience
Posting Date:	March 6, 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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