

**Office of Human Resources**

248.203.3028 • Fax: 248.203.3037

31301 Evergreen Road, Beverly Hills, MI 48025

## VACANCY ANNOUNCEMENT

<b>POSITION:</b> Student Programming Coordinator (PM)	<b>LOCATION:</b> West Maple Elementary
2024-25 Wage Scale	
<b>SALARY:</b> \$21.44 - \$22.17	<b>POSTING DATE:</b> February 26, 2025
	<b>DEADLINE:</b> Until Filled
<b>SCHEDULE:</b> 11:30AM-6:30PM M-F 32.5hrs/week	<b>START DATE:</b> TBD

## VACANCY ANNOUNCEMENT

### Student Programming Coordinator (AM) (32.5 Hours Per Week. M-F 11:30AM-6:30PM)

Applications are being accepted for the position of Student Programming Coordinator (PM) for West Maple Elementary School, which is a non-bargaining unit position. The position is available at this time with an immediate effective date. This role will support Kid's Club, GSRP Preschool, and Lunch Programs within the building.

#### JOB SUMMARY AND RESPONSIBILITIES:

- Develop and maintain a safe, nurturing, and positive environment for each child.
- Be responsible for oversight of program by planning projects and activities.
- Establish a program for positive discipline.
- Supervise and evaluate Kids Club Assistants.
- Follow all GSRP, BPS district policies as well state licensing rules and guidelines.
- Attend Community Education Staff meetings as scheduled, school staff meetings, when required and staff development sessions conducted by the district.
- Be responsible for take down and set up of classroom at the beginning and end of school year.
- Maintain student's health records and emergency data, in the classroom, in compliance with the Department of Human Services and Birmingham Public Schools.
- Establish and maintain communication with parents on a regular basis.
- Communicate verbally with parents and colleagues.
- Work with CSO when ordering supplies or equipment for the classroom.

#### **BIRMINGHAM PUBLIC SCHOOLS STATEMENT OF NON-DISCRIMINATION**

*NOTICE OF The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Specialized Instruction and Student Services, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.*

- Distribute all school and community education information to parents.
- Support and promote the school and district in all ways possible.
- Performs other job-related duties as requested, which may encompass PreK through 5<sup>th</sup> grade programming and lunch supervision.

#### **QUALIFICATIONS:**

- Minimum of 60 college credit hours from an accredited college or university with no less than 12 semester hours or 18 quarter hours in any one or combination of the following areas: elementary education, physical education, or recreation.
- Experience with elementary age children is required.
- Must have or complete First Aid and CPR training within 30 days of employment. CPR training must be renewed annually and First Aid training is renewable every three years.
- Bloodborne Pathogen, Playground Safety, and Epi-Pen training must be completed on-line within 90 days of employment.
- Michigan State Police background check, fingerprinting, and Protective Services Central Registry Clearance are required before an employee may work with children.
- Professional development training sessions required throughout the year.
- A physical and TB test must be obtained, passed, and documented with physician's signature.

#### **PHYSICAL REQUIREMENTS:**

- Ability to stand and walk over 60% of the workday in order to supervise children throughout daily activities, walk throughout the school, and participate in gym and playground activities.
- Must have physical stamina to care for energetic young children.
- Required to lift up to 50 pounds, bend, sit on the floor, run, and engage in other physical activities.

**COMPENSATION:** \$21.44 - \$22.17 per hour depending on qualifications; paid sick/personal days; service credits toward retirement.

#### **Method of Application**

Internal candidates can submit a resume and cover letter to the Human Resources Department to [bpsjobtransfer@birmingham.k12.mi.us](mailto:bpsjobtransfer@birmingham.k12.mi.us)

Interested external candidates meeting the above qualifications must complete the online application through the Oakland Human Resources Consortium website by the deadline listed. The posting can be found at [Birmingham Human Resources](#), click on **Employment Opportunities > Open Positions**

### ***AN EQUAL OPPORTUNITY EMPLOYER***

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