

Central Lake Public Schools



Early Childhood Support Staff

DATE: August 2024

POSITION AVAILABLE: Early Childhood Support Staff, Fall 2024

Central Lake Early Childhood Programs envisions that families and children in Central Lake have access to high quality, affordable infant, toddler and preschool programming. A tight knit community dedicated to providing play based, developmentally appropriate curriculum, embedded professional development and qualified early childhood educators. Through partnerships and funding from the CLEO Purdy Endowment Fund, Head Start and the Great Start Readiness Program (GSRP) we offer infant, toddler and preschool aged programming.

QUALIFICATIONS:

- Experience working with children in a center based program
- C.D.A. certification preferred; expectation to continue education within 2 years of hire if no C.D.A upon hire
- Must have a negative TB test and pass a state of Michigan and Federal background check, including fingerprints. Must maintain at minimum 16 hours of annual professional development per childcare licensing requirements

JOB RESPONSIBILITIES:

- Willing/able to multi-task and work cooperatively with other adults in providing the highest quality of care to all children.
- Ability to maintain daily logs of childcare documentation requirements.
- Willing/able to follow all licensing protocols
- Demonstrated enthusiasm and expertise working with students
- Dedication to building authentic relationships with children and families

REPORTS TO: Early Childhood Director

SALARY and BENEFITS:

- Hourly rate through EduStaff dependent on credentials
- Calendar closely follows the District calendar with holidays off
- Paid professional development days and conferences
- Opportunities for TEACH scholarships/tuition assistance
- Paid snow days
- Paid sick days through EduStaff p to 40 hours a school year

APPLICATION PROCESS: Submit letter of interest and resume to:

Stephanie Stedman; Early Childhood Director at sstedman@centrallake.org

"It is the school district's policy not to discriminate on the basis of gender, religion, race, color, national origin, age, weight, height, marital status, sexual orientation, transgender, or handicap status, or to retaliate in education programs, activities, or employment."