



# *Notice of Vacancy*

Clintondale Community Schools  
Office of Personnel  
35100 Little Mack  
Clinton Township, MI 48035-2633  
586.791.6300

**PLEASE POST**

November 29, 2017

TO: All Staff

RE: Vacancy

The following vacancy is announced:

**Caregivers – Parker Elementary Latchkey**  
**Hours: 7:30am-9:15am and 2:30pm until 4:30 or later.**  
**As needed in the morning from 7am until 8:15am**

## **QUALIFICATIONS**

- High School diploma or GED
- At least 18 years of age
- PESG certified
- Be of responsible character and suitable to meet the needs of children

## **DUTIES**

- Decorate the room with bulletin boards, pictures, and children's artwork
- Prepare snacks and sit with the children while they eat it
- Keep classroom, cupboards, and bathroom neat, clean and orderly.
- Be familiar with and follow all day care policies
- Report to the director any special needs or problems of individual children
- Attend all staff meetings
- Plan and administer a developmentally appropriate program for assigned class
- Implement the daily program with the help of other caregivers
- Work with the director to plan the appropriate classroom environment
- Keep accurate attendance records of assigned class
- Such duties as the Director may deem appropriate and acceptable

## **SALARY**

**\$9.25 per hour**

## **STARTING DATE**

**Immediately**

Candidates who meet the qualifications and who wish to apply must submit a request in writing and an application to the Personnel Office at 35100 Little Mack, Clinton Township, MI 48035. This position will remain open until filled.