FRUITPORT COMMUNITY SCHOOLS
NOTICE OF INTENT TO EMPLOY

DEPARTMENT: Early Childhood Center
POSITION: School-Age Care & Preschool Assistant

QUALIFICATIONS:
• High School Diploma or equivalent
• An ability to work comfortably and effectively with school-age & preschool age children
• Possession of effective oral and written communication skills
• Experience in an early childhood setting working with young children

JOB RESPONSIBILITIES:
(1) Reports to lead teacher when arriving on-site for instructions.
(2) Supervise and interact with children
(3) Assist with preparation and clean up (children and classroom)
(4) Model appropriate behavior, support, and involvement during activities with children
(5) Assist the lead teacher with record keeping and lesson planning
(6) Participate in any team or staff meetings and/or trainings as required
(7) Perform other duties as assigned by the program director or lead teacher
(8) Have a positive attitude toward children in order to build self-esteem
(9) Communicate with parents on a daily basis
(10) Will gently, but firmly enforce the rules and handle discipline problems according to the handbook
(11) Perform all tasks necessary to meet the needs of the children

Hours: Approximately 30 hours per week - Additional hours may be available in childcare
Reports to: Early Childhood Center Director
Position begins: August 26, 2019

Persons interested in applying for this position may do so by sending a letter of interest and resume to:

Pam Bergey, Director
Fruitport Early Childhood Center
3113 E. Pontaluna Road
Fruitport, MI 49415
pbergey@fruitportschools.net

Chosen candidate will be required to have electronic fingerprints, CPR & First Aid, TB test

Date of Posting: May 7, 2019
Date Posting Ends: When filled

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