



LINDEN COMMUNITY SCHOOLS
7205 W. Silver Lake Road
Linden, MI 48451
NOTICE OF POSITION

Applications are now being accepted for the following position:

EARLY CHILDHOOD ASSISTANT

Linden Community Schools Early Childhood Center
Wage: \$12.48-\$14.00/hour (depending on credentials)

Available Shifts:

7:00 am – 8:30 am (1 position)

3:30 pm – 6:00 pm (2 positions available)

Qualifications & Responsibilities: SEE ATTACHED

Make application:

External applications:

Must be submitted on-line at

(Applications must be submitted on-line at

www.AppliTrack.com/gcaps/onlineapp)

The following items must be included in the application:

1. Letter of application
2. Personal resume
3. Two letters of recommendation.
4. Transcripts/certificates

Date Posted: September 4, 2025

Deadline for Application: September 18, 2025

MISSION STATEMENT

Our Mission is to EDUCATE, nurture and develop ALL LEARNERS to be self-directed and to strive for EXCELLENCE with CONFIDENCE and INTEGRITY by working cooperatively with students, parents and community.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Linden Community Schools that no person, on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, genetic information or any other legally protected characteristic, in its programs and activities, including employment opportunities. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the board does business.

Linden Community Schools Job Description

Job Title: Early Childhood Assistant
Department: Early Childhood Programs
Reports To: Early Childhood Director
FLSA Status: Non-Exempt
Updated: Updated, April 2025
Prepared by: Cheryl Thomas, Assistant Superintendent

JOB PURPOSE:

The Early Childhood Assistant support the daily operations of the preschool and before/after school programs by assisting in the supervision, safety, and care of children in a nurturing and developmentally appropriate environment. The Early Childhood Assistant ensures a clean, organized, and engaging space for learning and play, while also helping implement routines, reinforce positive behavior, and foster meaningful interactions. This role contributes to the overall well-being and development of children, supporting staff and maintaining smooth transitions between program times.

PREFERRED QUALIFICATIONS:

- Coursework or degree in Early Childhood Education, Child Development, or related field; or
- A valid Center-Based Preschool CDA credential; or
- An associate degree in early childhood education or child development or the equivalent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the implementation of curricula activities and encourage participation by children.
- Actively engage in activities: manage cleanliness, maintenance and availability of classroom materials.
- Encourage self-help and good hygiene through behavior modeling.
- Help ensure smooth, daily transition from home to center.
- Maintain a professional relationship with families
- Follow all school district, center policies and state regulations.
- Maintain a personal professional development plan to ensure continuous training hours to meet the state guidelines.
- Follow all Day Care Licensing guidelines.
- Infant / Child CPR AED and First Aid Certification.
- Complete Health and Safety trainings through MiRegistry.
- Maintain 16 hours of professional develop each year.
- Must complete district GCN Modules.
- Must clear full background checks.
- *Other duties as assigned

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience working with young children in a structured setting such as a school, daycare, or youth program.

- Ability to **supervise and engage children** in age-appropriate activities, ensuring safety and promoting positive behavior.
- Strong interpersonal and communication skills to work effectively with children, parents, and staff.
- Basic knowledge of child development and age-appropriate practices.
- Ability to assist with light cleaning, organizing, meal/snack preparation as well as classroom preparation.
- Capable of monitoring student transitions, including arrival, dismissal, and movement between program areas.
- Planning and implementing age-appropriate activities for before/after school programs.
- High energy.
- Ability to work well with others.
- Strong oral and written communication skills and basic computer skills.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS:

Ability to read and interpret written language.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups of students or employees or organizations.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, proportions and percentages.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, communicate and talk or hear. The employee frequently is required to walk, use fingers, tools or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is continuously required to interact with the public and other staff.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

STATEMENT OF NONDISCRIMINATION:

It is the policy of the Linden Community Schools not to discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The following person have been designated to handle inquiries regarding nondiscrimination policies:

District Compliance Officers
Linden Community Schools
7205 W. Silver Lake Rd.
Linden, Michigan 48451
(810) 591-0980

For further information on notice of nondiscrimination, see the following website:
<http://1.usa.gov/1Jssk6D> or call 1-800-421-3481.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position:

Employee Name (Print)

Employee Signature

Date