

**Position:** School Age Site Supervisor

**Position Type:** Student Support Services

**Date Posted:** September 22, 2025

**Location:** Hahn Intermediate School - Davison Community Schools

**Hours:**

Monday-Friday

2:00-6:00

**Effective Date:** 2025-2026 School Year

**Qualifications:**

- ☐ Be at least 19 years of age
- ☐ High School Diploma or equivalent; training or experience in child development or early childhood education preferred.

Site Administrator Qualifications	Option A (4) & (5)(a)	Option B (4) & (5)(b)	Option C (4) & (5)(c)
Minimum Age (4)(a)	19 years	19 years	19 years
Minimum Education (4)(b)	High school diploma or GED.	High school diploma or GED.	High school diploma or GED.
Minimum Experience	6 months	3 months	None
Training/ Semester Hours/CEUs	<b>6 semester hours 9 CEUs or a combination to equal 90 clock hours of coursework in:</b> <ul style="list-style-type: none"><li>• Child care administration</li><li>• Early childhood education</li><li>• Child development</li><li>• Youth development</li><li>• A child-related field</li></ul> Up to 30 hours of training from MiRegistry may be used to meet these requirements.	<b>One of the following:</b> <ul style="list-style-type: none"><li>• Valid child development associate credential</li><li>• Montessori credential</li><li>• Michigan youth development associate certificate or credential</li><li>• Associate degree in a child related field</li></ul>	<ul style="list-style-type: none"><li>• <b>An associate degree or higher in any field of study.</b></li></ul> <b>AND</b> <b>3 hours of MiRegistry approved training in each of the following:</b> <ul style="list-style-type: none"><li>(A) Program Management</li><li>(B) Observation, documentation, and assessment</li><li>(C) Teaching and learning</li></ul> <b>AND</b> <b>6 hours of MiRegistry approved training in any of the following areas:</b> <ul style="list-style-type: none"><li>(A) Interactions and Guidance</li><li>(B) Challenging Behaviors</li><li>(C) Trauma Informed Practices</li></ul>

**Job Duties:**

- ☐ Meet and maintain all State of Michigan licensing requirements at hire and on an ongoing basis.

- ☐ Demonstrate reliability through consistent attendance and punctuality.
- ☐ Work effectively and respectfully with children, families, and colleagues.
- ☐ Show initiative and flexibility when supporting children of varying ages, abilities, and interests.
- ☐ Apply knowledge of child development to plan and implement developmentally appropriate, child-led activities.
- ☐ Create and maintain a structured daily routine with a posted schedule.
- ☐ Ensure children spend time outdoors daily in all seasons.
- ☐ Engage in positive group management strategies to support a safe, orderly, and respectful environment.
- ☐ Maintain cleanliness and organization of the learning space; properly care for materials and equipment.
- ☐ Prepare and serve snacks as needed.
- ☐ Follow all policies outlined in the staff handbook and licensing regulations.
- ☐ Communicate and interact positively with children, staff, and families at all times.
- ☐ Stay current with program communications (e.g., mailbox, email, weekly SMORE).
- ☐ Complete required professional development by stated deadlines.
- ☐ Attend staff meetings and other required events.
- ☐ Accurately complete all required documentation and licensing paperwork.
- ☐ Perform additional duties as assigned by the supervisor.

**Additional Information:**

- ☐ The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
- ☐ This position follows the Davison Community Schools calendar.
- ☐ There may be opportunities to work for the Preschool Summer Camp Program.
- ☐ Staff discounts for own children attending a preschool or latchkey program.

**Salary:** \$16.51 per hour

**Direct Supervisor:** Assistant Preschool/Latchkey Director

**Application Procedure:** Apply online at GECS <https://www.gecs-inc.org/davison.html>

*The district reserves the right to select the person it believes will be the most successful in this position and will be the greatest benefit to the school(s).*

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and 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 person designated to handle any questions and/or complaints concerning the non-discrimination policy of Davison Community Schools is Director of Human Resources and Operations Christine Kuzinski, 1490 N Oak Rd, Davison, MI 48423 -- (810-591-0808).