

# JOB POSTING

**Infant/Toddler Child Care Provider  
Loy Norrix Child Care Center  
Full-time position five days a week during the school year  
Position follows the KPS high school calendar**

**May 14, 2021**

## **SCOPE OF RESPONSIBILITIES**

Performs infant/toddler caregiver duties while providing early education and care for infant and toddlers in a school-based, State of Michigan licensed and high quality 5-star rated childcare center.

## **PERFORMANCE RESPONSIBILITIES**

1. Performs daily responsibilities including diapering, feeding, interacting with infants and toddlers.
2. Performs cleaning duties and organizes daily routines, materials, and supplies.
3. Records written information regarding child's daily activity, food intake, child's progress, etc.
4. Responds to health care situations and administers first aid and/or CPR if necessary.
5. Plans and implements age-appropriate child activities and other assigned duties.
6. Must complete 24 hours of approved training per year.
7. Communicates and interacts with teen parents.

## **MINIMUM QUALIFICATIONS**

1. Current CDA or a higher early childhood education degree; or commit to earning a minimum of a CDA within 12 months of hire.
2. Must be able to bend, stoop, sit on the floor, and lift a minimum of 40 pounds.
3. Must submit to a criminal history background check, a child abuse and neglect registry clearance, including fingerprinting.
4. Must have current TB test.
5. Must be current or become certified in CPR and first aid.

### **Application Process:**

***NOTE: This position is NOT a KPS employee position.  
DO NOT APPLY ONLINE at KPS***

**Email or send cover letter and resume to:  
MomcilovichKA@kalamazoopublicschools.net**

**Kari Momcilovich  
Loy Norrix Child Care Center  
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