



TECUMSEH PUBLIC SCHOOLS

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Job Posting

Position Title: Child Care Provider – Before & After School – Tecumseh Public Schools

Area: Instruction

Reports to: Director of Child Care

Supervises: N/A

Last Revised: Dec 2019

Summary:

To supervise preschool and school age children in the before and after school child care program. To design and implement a proper environment for growth and learning for preschool through 6th grade, consistent with the program standards and child care licensing regulations. This position is considered part time with flexible hours based on daily child attendance.

Essential Job Functions: including the following. Other duties may be assigned

Associated with the district

- Submit to various background checks, finger prints, and all others required by the district and MI dept of childcare licensing
- Be CPR, First Aid, and Blood Borne Pathogen certified or willing to obtain certification upon hire
- Complete a Tuberculosis test (TP) and physical and provide a physician's documentation of both
- Understanding of child abuse/neglect and reporting procedures
- Have strong customer service skills
- Paperwork including, but not limited to daily attendance, all others related to children and St of Mi Child Care Licensing Regulations.
- Possess a strong work ethic, be punctual, and have minimal absences
- Be available for employment and available to work 6am until 6:00 pm
- Have dependable transportation
- Attend and engage in occasional parent participation events and other events that may be on nights and/or weekends
- Maintain a professional self-image and project the values of the organization at all times
- Work as a team member with other staff.
- Respond to emergencies according to Tecumseh Public School procedures.
- Cover for absent staff within childcare, and district wide
- Report any concerns to your supervisor.
- Maintain confidentiality regarding personal information on children and staff.
- Work cooperatively with the director concerning accommodation plans for children with special needs and works as the resource person for complex discipline and physical problems that require intervention, screening and follow-up, student teachers and school programs that require supervision.
- Maintain a professional and friendly attitude.
- Have complete knowledge of emergency procedures.
- Attend 16 to 24 hrs. of Professional Development training annually, or college courses
- Attend family events
- Maintain confidentiality regarding personal information on children and staff.
- Correctly complete all paperwork including, but not limited to, leave requests, timesheets, training logs, others requested by director
- Other activities associated with TPS policies and requirements
- Assist with all other duties assigned

Associated with children:

- Supervision at all times, both inside and outside the building.
- Be a positive role model for all care giving staff and children
- Be aware of the unique needs of children
- Responsible for weekly lesson plans of age appropriate activities.
- Preparation of materials and supplies.

- Interact with children and encourage them to share experience, feelings, and ideas.
- Utilize developmentally appropriate practice methods at all times
- Engage children in activities and play that stimulates their development
- Appropriately supervise children while keeping them safe at all times
- Assist children with activities of daily life (restroom use, hand washing)
- Prepare lesson plans and maintains a learning environment with developmentally appropriate activities.
- Provide for the physical and emotional needs of the child using positive reinforcement.
- Foster independence, and role model appropriate behaviors for staff, families and children
- Provide appropriate leadership and supervision: space throughout the area in the room and outside.
- Create an environment of trust and rapport through positive interactions with children
- Foster an environment of respect, honesty, and positive behavior by modeling these behaviors throughout the day.
- Treat children with dignity and speak to them in a friendly, positive and courteous manner while developing the four-character values; caring, faith, honesty, respect, and responsibility.
- Foster the independence of children.
- Use positive guidance techniques, such as; redirection, anticipation and elimination of problems, and encourage appropriate behaviors
- Increase in the whole development of the children.
- Children hygiene
- Promote positive discipline techniques as stated in the Child Care Licensing Handbook.
- Assist with all other duties assigned

Associated with the parents:

- Approach parents daily and speak with them about their child(ren)
- Communicate effectively with children, their parents, other staff, and Tecumseh Public School guests.
- Create an environment of trust and rapport through positive interactions with parents
- Interactions regarding children's daily activities and events
- Paperwork including, but not limited to, sign in/out sheets
- Any other interaction requested by the director or district
- Perform self- assessments
- Maintain confidentiality regarding personal information on children and staff.
- Maintain daily communication with parents
- Assist with all other duties assigned

Associated with the classroom environment:

- Maintain safe and secure environment for children, being aware of child activities at all times
- Develop age appropriate classroom design and structure
- Create a positive environment free from judgmental or critical behaviors
- Create and maintain a high-quality learning environment.
- Keep a clean, organized, and safe work environment
- Cleaning of toys
- Compiling needed supplies and equipment lists
- Create a learning environment through stimulating room set up and design including walls.
- Perform environmental assessments as needed.
- Help with general housekeeping and meal and snack service for the children. 3 step wash Tables, materials
- Safe, healthy and developmentally appropriate classroom for children.
- Assist with all other duties assigned

Competencies, Skills and Abilities:

- Ability to use computer for tasks such as for basic word processing, daily e-mail, electronic calendaring
- Ability to balance figures
- Ability to prioritize tasks
- Ability to deal effectively with changing environment and be open to new ideas
- Ability to communicate in person, via phone, and computer

Physical demands:

- Able to lift 30 lbs.
- Occasional reaching/stooping/bending/kneeling/crouching
- Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/moving
- Must be able to read and speak English
- Must have clear visual acuity
- Must be able to see, hear, and move intermittently or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met
- Must be able to cope with the mental and emotional stress of this position

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required.*

Education and/or Experience:

- High School diploma or GED
- At least one-year experience working with children in preschool through 5th grade
- Excellent interpersonal skills with adults and children

Preferred:

- BA in Early Childhood Development
- Experience working as a team member in a work environment
- Child Development Associate degree
- CDA (child development associate credential)

Certificates, Licenses and Registrations:

- CPR
- First Aid
- Finger prints
- TB – negative
- Bloodborne Pathogens

Terms of Employment:

- Approximately 180 to 200 days per year, but may vary with assignment
- Approximately 2.5 hours in the morning and 2.5 hours in the afternoon- based on timeframes of school schedules and child care needed. Your hours end when last child is picked up
- Hourly, non-exempt rate based on TPS schedule

Evaluation

Performance of this job will be evaluated in accordance with provisions of the TPS Board Policy on Staff Evaluations

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