



1414 Chase St. Greenville, MI 48838
Tel: (616) 754-3686 • Fax (616) 754-5374
www.gpsjackets.org

Title: Children's Corner Worker

Location: Lincoln Heights Elementary

Classification: Children's Corner

Reports to: Director of Childcare and Licensing

Schedule: 6:00am - 9:00am, 3:00pm - 6:00pm

Salary: \$14.08 - \$19.98 per hour, based upon relevant prior work experience

Benefits: This position does not meet the requirements for benefit eligibility

POSITION SUMMARY: The Children's Corner Worker will provide supervision, support, and care for elementary-aged students before and after school.

DUTIES AND RESPONSIBILITIES: *other duties may be assigned*

- Monitor children during before and after school childcare program
- Provide for the basic needs of students as needed (e.g., toileting and diapering, assisting with medication distribution, feeding, hygiene, etc.)
- Ensure a safe and secure environment by following school policies and safety procedures
- Assist in emergency situations and provide basic first aid if needed
- Foster positive relationships with students and encourage appropriate behavior
- Organize and lead activities such as arts and crafts, games, and educational projects
- Support children in developing social skills and conflict resolution strategies
- Maintain open communication with teachers, staff, and parents regarding student behavior
- Collaborate with school personnel to create an inclusive and supportive environment
- Participate in staff training and professional development opportunities
- Commitment to regular and predictable attendance
- Adherence to Greenville Public Schools core values: integrity, collaboration, compassion, and responsibility

QUALIFICATION REQUIREMENTS:

- Strong communication and interpersonal skills
- Patience, empathy, and ability to handle challenging behaviors with positivity
- Ability to work as part of a team
- Must meet the requirements of the state-mandated credentialing process
- Satisfactory background check

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- Experience working with children in a school, daycare, or similar setting preferred

PHYSICAL DEMANDS: The employee is regularly required to sit, stand, and walk for extended periods of time. The employee will frequently bend or twist at the neck and trunk. The employee will frequently kneel, crouch, and squat while interacting with children. Employees will use their hands to handle, control, grasp, move, and feel documents and equipment. The employee is occasionally required to reach above head



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and shoulder level. Occasionally required to carry, lift, and move up to 45 pounds. In-person work is required.

OTHER SKILLS AND ABILITIES:

- **Communication:** The employee must have clear speaking and sufficient hearing to communicate effectively and appropriately in person and on the telephone. Ability to write business correspondence in a professional manner. Ability to present information to small and large groups.
- **Reasoning:** Ability to apply common sense understanding to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to use good judgment in making decisions.
- **Interpersonal:** Maintain and encourage a safe environment for all students, staff, and the community. Effective organizational skills. Ability to work without direct supervision. Ability to be flexible in dealing with staff, students, parents, and the community. Demonstrates reliability, punctuality, dependability, honesty, and self-motivation while performing the duties of the position. Exhibits a positive image as a representative of the school district.
- **Mathematics:** Ability to perform basic math computations including addition, subtraction, multiplication, and division, using whole numbers, common fractions, and decimals.
- **Environmental:** The noise level in the work environment is usually moderate to loud. The employee is exposed to biohazards and infections at a greater risk than the average person. The employee must be able to work under fluorescent lighting. The employee may be required to be outdoors for a short period of time, and is therefore subject to varying weather conditions.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Greenville Public Schools Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender 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.