



## Walled Lake Consolidated Schools

### Human Resources

Educational Services Center  
850 Ladd Road, Building D  
Walled Lake, MI 48390  
Phone: 248-956-2030

### Prime Time Care Supervisor Job # 13027

**Position:** Prime Time Care Supervisor  
**Reports to:** District Prime Time Care Supervisor  
**Location:** Dublin Elementary  
**Schedule:** 6:30-9:00am & 3:45-6:00pm (4.75hrs per day)  
**Rate of Pay:** \$19.28 per hour  
**Date Posted:** 8/1/25  
**Date Available:** 8/19/2025 (dates reflect training day prior to school year begins)  
**Closing Date:** Until filled

#### Qualifications/Description:

- **Any one of these is Mandatory** - BA in Education or early childhood, or Montessori credential with 12 semester hours and 480 hours of experience, or Associates degree in child related field and 480 hours of experience, or CDA with 12 semester hours in child related field and 480 hours of experience.
- Interest in and ability to work with students, age 5-11
- Must be flexible and tolerant, exhibiting warmth and a caring respect for students and parents
- Confidentiality with students, parents and staff is essential
- Must be able to communicate effectively, professionally and without bias to parents, students or staff
- Must have computer skills
- Must have the ability for the physical demands of setting up and tearing down centers and performing all activities associated with job
- Create lesson plans to organize, coordinate and execute activities for the school year
- Supervise, mentor and train staff as needed to carry out lesson plans
- Perform simple bookkeeping
- Responsible for knowing state mandated childcare licensing rules as well as Walled Lake Student Code of Conduct rules to ensure safety of all students and staff

In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Walled Lake Consolidated School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, political belief, military service or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information, contact the District Compliance Officer Ali Hamka, Assistant Superintendent, Human Resources, 850 Ladd Rd., Bldg. D., Walled Lake, MI 48390, phone (248) 956-2023.



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- Dependable and punctual
- Other Duties as assigned
- Must work half days as necessary

### **Essential Functions of the Job**

- Must be present at the work site to perform duties
- Must be able to manage stressful situations
- Must be able to lead and manage groups of people and individuals
- Must be able to communicate effectively
- Must be able to build and maintain a safe environment
- Must be able to meet the physical demands of the job including but not limited to: walking, kneeling, sitting on the floor, rising from the floor, bending, and lifting at least 20 pounds

The Essential Functions here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with qualified disabilities to perform the essential functions.

**According to the revised code MCL380.1230 a criminal history background check will be completed as a condition of employment with Walled Lake Schools.**

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