

Office of Human Resources

248.203.3028 • Fax: 248.203.3037

31301 Evergreen Road, Beverly Hills, MI 48025

VACANCY ANNOUNCEMENT

POSITION: Student Programming Coordinator (PM)	LOCATION: Elementary Buildings
SALARY: \$21.44 - \$22.17	POSTING DATE: August 22, 2025
SCHEDULE: 11:30-6:00 M-F 30 hrs/week	DEADLINE: Until Filled
	START DATE: September 2, 2025

VACANCY ANNOUNCEMENT

Student Programming Coordinator (PM) (30 Hours Per Week M-F 11:30 a.m. – 6 p.m.)

Applications are being accepted for the position of Student Programming Coordinator (AM) which is a non-bargaining unit position. This role will support Kids' Club, GSRP preschool programming, and lunch programs within the building.

JOB SUMMARY AND RESPONSIBILITIES:

- Develop and maintain a safe, nurturing, and positive environment for each child.
- Serve as a Kids' Club site staff and work collaboratively with all team members.
- Support GSRP programming needs such as caregiving.
- Adhere to all GSRP and district policies as well as state licensing rules and guidelines.
- Be responsible for take down and set up of classroom at the beginning and end of school year.
- Maintain student's health records and emergency data, in the classroom, in compliance with the Department of Human Services and Birmingham Public Schools.
- Work with the District's Kids' Club Supervisor when ordering supplies or equipment for the classroom.
- Support lunch programming and supervision of students.
- Other duties as assigned by supervisors.

QUALIFICATIONS:

- Experience with elementary age children is required.
- Bachelor's degree in an education-related field preferred.

BIRMINGHAM PUBLIC SCHOOLS STATEMENT OF NON-DISCRIMINATION

NOTICE OF The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Specialized Instruction and Student Services, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.

- Must possess or be able to obtain LARA licensing staff qualifications.
- Must have or complete First Aid and CPR training within 30 days of employment. CPR training must be renewed annually and First Aid training is renewable every three years.
- Bloodborne Pathogen, Playground Safety, and Epi-Pen training must be completed on-line within 90 days of employment.
- Michigan State Police background check, fingerprinting, and Protective Services Central Registry Clearance are required before an employee may work with children.

PHYSICAL REQUIREMENTS:

- Ability to stand and walk over 60% of the workday in order to supervise children throughout daily activities, walk throughout the school, and participate in gym and playground activities.
- Must have physical stamina to care for energetic young children.
- Required to lift up to 50 pounds, bend, sit on the floor, run, and engage in other physical activities.

COMPENSATION: \$21.44 - \$22.17 per hour depending on qualifications; paid sick/personal days; service credits toward retirement.

Method of Application

Internal candidates can submit a resume and cover letter to the Human Resources Department to bpsjobtransfer@birmingham.k12.mi.us

Interested external candidates meeting the above qualifications must complete the online application through the Oakland Human Resources Consortium website by the deadline listed. The posting can be found at [Birmingham Human Resources](#), click on **Employment Opportunities > Open Positions**

AN EQUAL OPPORTUNITY EMPLOYER

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