

\*This is an Edustaff position to be placed in the Birmingham Public Schools.

**BIRMINGHAM PUBLIC SCHOOLS  
VACANCY ANNOUNCEMENT**

**FLOATING BEFORE-SCHOOL KIDS CLUB ASSISTANT**

**Location: Pierce and Beverly Elementary Schools and Birmingham Covington School  
Monday – Friday, 7:00-9:00 AM**

Applications are being accepted for the position of Kids Club Assistant for the K-5 childcare program at numerous Birmingham Public Schools elementary schools, which is a non-bargaining unit position. The position is available for immediate start.

**JOB SUMMARY AND RESPONSIBILITIES:**

- Ability to go to whichever BPS elementary school needs the assistant that morning.
- Help the Kids Club Director develop and maintain a safe, nurturing, and positive environment for each child.
- Help with supervising and providing care and activities, such as crafts, games, homework help, etc.
- Interact with children to develop positive relationships.
- Contribute and gather/prepare materials as assigned by the Director or District Supervisor.
- Act as a positive role model for children.
- Aware of and attentive to developing situations in the classroom.
- In addition to the regular hours listed above, help the supervising Teacher/Director supervise and provide care for half-day Kids Club programs.
- Attend Kids Club Staff meetings as scheduled and staff development sessions conducted by the district.
- Work one-on-one with students or in small groups as needed.
- Communicate verbally with parents and colleagues.
- Assume responsibility in an emergency or if the director is absent.
- Perform other job-related duties as requested by the District Supervisor, which may encompass PreK through 5<sup>th</sup> grade programming.



**QUALIFICATIONS:**

- Must be 18 years old or older and possess a high school diploma or equivalent.
- Experience interacting with or supervising elementary school children is preferred.
- Bloodborne Pathogen, Playground Safety, and Epi-Pen training must be completed online within 90 days of employment. First Aid and CPR training preferred, but not required.
- Fingerprinting and a Michigan Child Care Background Check are required before starting.
- Professional development training sessions are required throughout the year.

**START DATE:** August 25, 2025

**COMPENSATION:** \$16.50 paid through Edustaff Services

**METHOD OF APPLICATION:** Applicants who want to be considered for this position should send a resume to Cindy Sowle, District Kids Club Supervisor, at [CSowle@birmingham.k12.mi.us](mailto:CSowle@birmingham.k12.mi.us).



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