



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 Assistant

Job # 9139

Position: Prime Time Care Assistant
Reports to: District Prime Time Care Supervisor
Location: Dublin Elementary
Schedule: 6:30-9:00am & 3:45-6:00pm
Rate of Pay: \$15.91 per hour
Date Posted: 5th September 2024
Date Available: ASAP
Closing Date: Until filled

Qualifications:

- Must be at least 18 years of age with a high school diploma
- Interest in and ability to work with children ages 5-11
- Must demonstrate flexibility and tolerance, exhibiting warmth and a caring respect for children, parents and staff at all times
- Must maintain confidentiality with children, parents and staff's private and personal information at all times
- Must be able to communicate clearly, professionally and without bias to parents, children and staff
- Demonstrated proficiency in the use of computers and email
- Must have the ability for the "physical demands of setting up and tearing down centers, playing with the children inside and outside, and field trips
- Must be able to function well in hot, humid or cold weather

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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- Ability to take direction from supervisors
- Regular and reliable attendance
- Assist the supervisor in planning and implementing the weekly lesson plans
- Willingness to work with minimal supervision
- Dependability
- Willingness to follow rules of the program according to the Prime Time Care Staff Handbook
- Other Duties as Assigned

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 accommodations 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.

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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