

## Public Schools of Calumet, Laurium & Keweenaw

### Announcement of Position Vacancy

- Title of Positions:** Child Care Infant/Toddler Caregiver
- General Description:** Provide educational services with assigned children ages 6 weeks to 2 years applying best practices for infant/toddler care.
- Qualifications:** Must be at least 18 years of age \* Possess a High School Diploma or GED \* Must submit to various background checks completed by the Department of Human Services and the Michigan State Police.
- Duties/Responsibilities:** Must acquire and maintain CPR/First Aid certification, Bloodborne Pathogens certification and a Tuberculosis test.
- Supervise and monitor the safety of children in their care.
  - Interact with the children on their level to enhance their learning environment.
  - Organize mealtimes and snacks for children. Clean up after meals.
  - Help children learn and maintain good hygiene.
  - Change the diapers of infants and toddlers.
  - Follow ALL of the Licensing Rules as listed in the Licensing Rules for Child Care Centers Booklet.
  - Assist Lead Caregiver in planning and organizing activities or implement the curriculum that allows children to learn about the world and explore interests.
  - Follow schedules and routines to ensure that children have enough physical activity, rest and playtime. Participate in activities with the children.
  - Assist Lead Caregiver with records of children's progress, routines and interest areas.

**Starting Date:** Immediately

**Salary:** \$14.50/hour

**Application:** A letter of application & resume should be hand delivered to:

Taylor Vertin, Childcare Director  
CLK Elementary School  
Public Schools of Calumet, Laurium & Keweenaw  
57070 Mine St.  
Calumet, MI 49913

**The Public Schools of Calumet, Laurium & Keweenaw  
Are Equal Opportunity Employers**