

## **Public Schools of Calumet, Laurium & Keweenaw Announcement of Position Vacancy**

**Title of Positions:** Child Care Infant/Toddler Lead Caregiver (full time)

**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 19 years of age
- Possess a High School Diploma or GED
- Possess a associates degree or higher in early childhood education, child development, or a child-related field
- Must submit to various background checks completed by the Department of Human Services and the Michigan State Police Department

### **DUTIES/RESPONSIBILITIES :**

- Must acquire and maintain CPR/First Aid certification, Blood Borne Pathogen 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 keep 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.
  - 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 them.
  - Keeping records of children's progress, routines, and interest areas.

**Starting Date:** Immediately **Salary:** \$15.75/hour **Application:** A letter of application & resume

should be hand delivered to: CLK Childcare-Attention: Taylor Vertin 57070 Mine St. Calumet, MI 49913

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