

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 5 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:** \$16.00/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