

Date: July 2022 **Position:** Childcare Staff member **Salary:** Based on experience and qualifications
Supervisor: Out of School Supervisor **Application Deadline:** ongoing
Application Process: Send resume and WMFC Employee Application to: Email: mclaughlinl@wmfc.org
Mail/Drop Off: West Midland Family Center (Attn: Leigha McLaughlin) 4011 West Isabella Road Shepherd, MI 48883

Job Summary

The childcare member will help carry out an effective child development program based on a research-based, high-quality curriculum that meets the needs of children at their level while creating a strong home-school partnership.

Requirements

1. Must meet licensing rules of a caregiver. A CDA or Associates in Early Childhood would be preferred, but not required.
2. Must be certified or able to certify in First Aid, CPR and on-site First Responder training.
3. Knowledge of High Scope.
4. Knowledge of DHS Licensing, and Conscious Discipline would be beneficial.
5. Fingerprinting will be conducted before hire.

Responsibilities:

- 1) Help carry out an effective child development program that includes physical, social, emotional and cognitive needs of each child.
- 2) Help create an environment with well-established routines and smooth transitions.
- 3) Guarantee a safe environment by providing constant supervision, appropriate arrangement of space and accurate maintenance of equipment.
- 4) Help develop a calm, pleasant environment in the classroom in which children and families feel comfortable and secure.
- 5) Help promote positive guidance using Conscious Discipline to help the children develop self-control.
- 6) Help provide plenty of experiences through play that promote self-expression, growth of imagination and creativity.
- 7) Help provide activities that develop positive approaches to learning, including persistence, problem solving and curiosity.
- 8) Develop a strong home to school relationship with families.
- 9) Maintain written records.
- 10) Work as part of a team to maintain a high standard of quality in the classroom and program.
- 11) Other duties as assigned.