

## WAVERLY COMMUNITY SCHOOLS

### Position Announcement

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| Job Title:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Waverly Student Center Child Care Associate Teacher Substitute                                                                                                                                                                                                                                                                                                                                                                       |                       |                                                                                                                                                                                                                                                                                                        |
| Location:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | East Intermediate & Colt ECEC                                                                                                                                                                                                                                                                                                                                                                                                        | Start Date:           | Immediate – Pending required background check                                                                                                                                                                                                                                                          |
| Salary Range/ Level:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$15.97 per hour                                                                                                                                                                                                                                                                                                                                                                                                                     | Work Hours            | The times for the position are determined based upon the needs of the program. The program will operate from 6:30 – 8:30 am and 2:30 – 6:00 pm, Monday – Friday. Additional hours on an as needed basis for half days and full days off during the school year. Daily/ weekly hours are not guaranteed |
| Date Posted:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | October 29, 2026                                                                                                                                                                                                                                                                                                                                                                                                                     | Application Deadline: | Until Filled                                                                                                                                                                                                                                                                                           |
| Application Process:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | A COMPLETED ONLINE APPLICATION IS <b><u>REQUIRED</u></b> . (See application instructions at <a href="#">Child Care Student Center Associate Teacher Substitute Oct 2026</a><br><br>Resume and cover letter may be: <ul style="list-style-type: none"><li>• Attached within the online application (preferred)</li><li>• Faxed: (517) 321-8577</li><li>• Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917</li></ul> |                       |                                                                                                                                                                                                                                                                                                        |
| Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |                                                                                                                                                                                                                                                                                                        |
| <b><u>JOB SUMMARY</u></b><br><br>The function of this job is providing appropriate care and supervision of children at all times. The times for the position are determined by needs of the program. The program will operate from 6:30 am – 8:30 am and 2:30 pm – 6:00 pm, Monday – Friday. Additional hours on as needed basis for half days and full days during the school year.<br><br><b><u>ESSENTIAL JOB FUNCTIONS</u></b><br><br><i>Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |                                                                                                                                                                                                                                                                                                        |

1. Ability to work in a cooperative and collegial manner with Student Center Supervisor, Assistant Supervisor and Lead Caregiver at either of the child care sites. Location/Classroom assignment subject to change with minimal notice.
2. Training in, or willingness to obtain training in, nonviolent crisis intervention and CPR/ AED, first aid certification as needed.
3. Attend and engage in continuous professional development as needed and appropriate
4. Engage in activities with children at their developmental and physical levels.
5. Implement and evaluate effective child development programs for children in their care.
6. Maintain student confidentiality.
7. Ensure positive, high quality care and supervision of children at all times.
8. Constantly monitor and evaluate the safety of all children
9. Develop parental rapport
10. Ensure safety and health of children
11. Provide a consistent, positive and caring environment
12. Escorting students to/from classes, lunch and the bus
13. Supporting student with disabilities within the general childcare classroom
14. Supervising student in lunch/at recess
15. Job may require lifting up to and over 65 pounds, helping students with toileting needs
15. Other duties as assigned

### **QUALIFICATIONS**

#### **Required Education and Experience:**

- Must be at least 18 years of age
- Minimum of a High School Diploma, GED, or equivalent
- Must be able to pass district and LARA fingerprint background checks
- Able to complete 24 clock hours of documented early childhood/school age training in the calendar year.
- Completed non-violent crisis intervention CPI training or willingness to obtain.

#### **Preferred Qualifications:**

- Prior experience with preschool/early childhood preferred.
- Prior experience with student with disabilities and/or special needs

#### **Knowledge, Skills and Abilities:**

- Must have regular and reliable job attendance.
- Have the ability to communicate with children, families, Licensee Designee, Lead Caregiver, and other program staff.
- Must have the ability to lift up to 50 pounds.
- Able to work with a moderate to high degree of mental and physical demands due to students needs
- Be self-directed and able to work with minimal supervision
- Must have skills to manage behaviors (verbal & physical) presented by students
  - Good verbal/written communication skills
- Willingness to seek additional training
- Good verbal/written communication skills
- Able to respect and maintain confidentiality of information and student privacy

- Good attendance and support towards organizational goals and efforts
- Possess high level of flexibility and problem solving skills
  - Training in, or willingness to obtain training in, nonviolent crisis intervention and CPR/First Aid
  - Support the organizational goals and efforts.

### **ADA REQUIREMENTS**

The physical demands, work environment factors, and mental functions described below 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 disabilities to perform the essential functions.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate to loud.

### **MENTAL FUNCTIONS**

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

## **Notice of Non-discrimination**

### ***Non-Discrimination***

***The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.***

***Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or [msavage@waverlyk12.net](mailto:msavage@waverlyk12.net).***