



WAVERLY

COMMUNITY SCHOOLS

Pride. Tradition. Excellence.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

GSRP Before and After School Childcare Lead Caregiver

Department: Childcare
Location: Colt Early Childhood Education Center
Salary/Hourly Rate: **As determined by the district**

ALL APPLICANTS

A COMPLETED ONLINE APPLICATION IS **REQUIRED**.
See application instructions at:
[GSRP Before and After School Childcare Lead Caregiver 2023](#)
Resume and cover letter may be:

- Attached within the online application (preferred)
- Faxed: (517) 321-8577

Mailed: Waverly Community Schools, 515 Snow Rd.,
Lansing, MI 48917

JOB SUMMARY

The function of this job is providing appropriate care and supervision of children at all times.

ESSENTIAL JOB FUNCTIONS

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:

- General management of the before and after school childcare program
- Implement and monitor effective child development programs for students attending the program
- Manage day-to-day operations of the childcare program including addressing students, staff, and family member issues
- Organization of staff and staff assignments
- Organization of students and student groupings
- Develop parental rapport
- Assist with billing and billing issues
- Maintain student confidentiality.
- Plan student lessons, activities, and events
- Engage in activities with children at their developmental and physical levels.
- Serve as liaison between the GSRP instructional program and the GSRP childcare program
- Ensure positive, high-quality care and supervision of children at all times
- Attend and engage in continuous professional development as needed and appropriate
- Yearly CPR/AED and first aid certification and TB test.
- Supervise children during activities and outdoor periods on the playground.
- Ensure safety and health of children
- Provide a consistent, positive and caring environment
- Other duties as assigned

QUALIFICATIONS

Required Education and Experience:

- Must be at least 21 years of age
- Minimum of an Associate's degree in Early Childhood Education or Child Development
- Able to complete 16 clock hours of documented district-provided early childhood training in the calendar-year
- Medical certification indicating negative TB screening test results
- Certification in First Aid and CPR (or willing to train within 90 days of employment)

Preferred Qualifications:

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

Knowledge, Skills and Abilities:

- Must have regular and reliable job attendance
- Ability to work effectively in a multicultural environment within diverse communities
- Ability to work effectively with students with disabilities and/or special needs
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to establish and maintain effective working relationships with students, peers, parents, and community
- Ability to speak clearly and concisely in written and oral communication
- Have the ability to communicate with children, families, GSRP Program Director, Licensee Designee, Lead Caregiver, and other program staff.
- Must have the ability to lift 50 pounds

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 loud to moderate. Work is performed indoors and outdoors. The employee is directly responsible for the safety, well-being of students.

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.

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).