

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	Waverly Student Center Before & After School Permanent Substitute 2024		
Location:	Waverly Student Center at East Intermediate & Colt ECEC	Start Date:	Immediate – Pending required background check
Salary Range/ Level:	\$15.53 per hour	Work Hours	27.5 - 30 hours per week 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 pm - 6:00 p.m., Monday-Friday. Additional Hours on an as needed basis for half day and full days off during the school year.
Date Posted:	March 25, 2024	Application Deadline:	Until Filled

ALL Applicants:	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. See application instructions at: Before & After School Permanent Sub 2024</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917 		
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Job Description

Performance Responsibilities:

- Implement and evaluate effective child development programs for children in their care
- Ensure positive, high-quality care and supervision of children at all times
- Other duties as assigned – including potentially subbing as a 1:1 Para Educator, Lead Teacher and/or Associate Teacher

Required Qualifications:

- Be at least 18 years of age
- Have earned a high school diploma, GED, or equivalent
- Able to complete 24 clock hours of documented school-age 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)
- Perform the essential functions of the job, may be required to maintain a physical condition necessary for sitting and walking for periods of time, climbing, stooping, kneeling, moderate lifting, general manual dexterity, adequate vision, hearing and speech required
- Willing to train in non-violent crisis intervention

Desired Qualifications:

- STEM experience and/or experience working with students with special needs

Preceding data are intended to convey information essential to making fair pay decisions about the job, and are not exhaustive lists of skills, efforts, duties, responsibilities or working conditions associated with it.

Notice of Non-discrimination

It is the policy of Waverly Community Schools not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 515 Snow Rd., Lansing, MI 48917, or phone 517-321-7265