WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	**Waverly Student Center Childcare SUBSTITUTE Associate Teacher**		
Location:	East Intermediate	**Start Date:**	Immediate
Salary Range/ Level:	$9.25 per hour	**Work Hours**	Based on Program 6:30 am – 8:30 am and 2:30 pm – 6:00 pm
Date Posted:	July 11, 2018	**Application Deadline:**	Until Filled
INTERNAL Applicants:	Submit updated resume and letter of interest to Susan Friend, Director of Human Resources		
EXTERNAL Applicants:	A COMPLETED ONLINE APPLICATION IS **REQUIRED**. See application instructions at: http://www.inghamisd.org/district-support-services/hr/apply/ 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 Description

Performance Responsibilities:

- Be available to cover before school and/or after school shifts in all Waverly Student Center classrooms
- Assist with the overall operation of the classroom
- Assist with curriculum
- Develop parental rapport
- Ensure safety and health of children
- Provide a consistent, positive and caring environment
- Good attendance
- Other duties as assigned

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