



## ALMA PUBLIC SCHOOLS

### Job Posting

**POSITION:** Before & After School Child Care Provider Paraprofessional

**LOCATION:** Luce Road

**REPORTS TO:** Tia Hahn, Child Care Program Director

**REQUIRED QUALIFICATIONS:** High School Diploma and meets Highly Qualified guidelines for Title I buildings – at least one of the following: Associate's Degree **or** Certificate of Competency for ETS assessment test. Meet requirements for background check, child care licensing, and fingerprinting. A TB test and completion of 16 hours of training is also required.

#### **Job Requirements, Knowledge, and Skills:**

A successful candidate will possess:

- Experience working with school age children
- Strong verbal and written communication skills
- Solid record of punctuality
- Assist in planning age appropriate activities
- Encourage imagination and happiness in learning
- Kind, patient, and compassionate individual who loves working and interacting with children
- Present a professional, respectful, and considerate image and represent the district in a positive way
- Assists After School Child Care Lead and communicates appropriately with parents

#### **WORK SCHEDULE:**

**Before School Care** - 6:00 am-7:30 am, Monday through Friday (school calendar position)

**After School Care** - 3:00 pm-6:00 pm, Monday through Friday (school calendar position)

(Applicants can apply for one shift or both shifts)

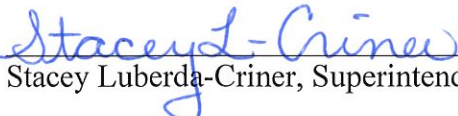
**COMPENSATION:** \$13/hr.


**BEGINNING DATE:** 2023-24 School Year

**APPLICATION:** Interested persons should send materials to Yvonne Neyer, Human Resources Manager, at yneyer@almaschools.net. Please call (989) 466-7526 with any questions.

**DATE OF POSTING:** August 21, 2023

**DEADLINE DATE:** August 25, 2023 or until filled

  
Stacey Luberd-Criner, Superintendent

  
Date

**ALMA PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER**