



# KINGSTON COMMUNITY SCHOOLS

5790 State Street

Kingston, MI 48741

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*"We believe in developing creative minds, building leaders, fostering a love for community and striving for excellence."*

## Cardinal Center Daycare Staff Member Kingston Elementary School

### Qualifications:

- High school diploma or GED and 1 year experience in caring for young children preferred.
- Yearly CPR/AED and first aid certification and TB test

### Responsibilities:

- Assist the teacher in managing the classroom to assure a safe, healthy and positive atmosphere for children.
- Assist in toileting children and perform diapering procedures when necessary.
- Physically interact with children outdoors and indoors to include floor-time in a safe and appropriate manner.
- Supervise classroom children at all times, ensuring no child is left unattended.
- Complete and submit program paperwork accurately and promptly as assigned;
- Effective oral communication with children, families and other program staff.
- Effective organizational skills
- Maintain professional atmosphere and demeanor in classroom, acting at all times as a representative of Cardinal Center and/or District
- Maintain student confidentiality
- Responsibility of employee to obtain and maintain all training(s), certificate(s), approval(s), etc. and provide documentation to the business office before expiration date of said document(s)
- Must have regular and reliable job attendance, performance, and the physical ability to do the job

### Physical Aspects of Position:

- Able to lift up to 50 pounds and work at physical level with preschooler
- Climb steps and playground equipment as needed.
- Walk long distances in community-based instruction.
- Lift and position physically involved children.
- Change diapers or assist any children in toileting and other self care skills.
- Assist with maintenance/custodial care of the classroom, as needed.
- Use universal precautions at all times for personal health and safety.

### Apply to:

Josh Campbell, Elementary Principal  
jcampbell@kingstonk12.org

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**Superintendent Shona Vennevy:** 989.683.2294

**High School Principal Mike Seaman:** 989.683.2550

**Elementary Principal Josh Campbell:** 989.683.2284 **High School Fax:** 989.683.2081

**District Website:** [www.kingstonk12.org](http://www.kingstonk12.org)



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Josh Campbell, Elem. Principal  
Kingston Elementary School  
3644 Ross St. Kingston, MI 48741

**Hours and Compensation:** Monday-Thursday 7:50-3:00 \$12/hour

**Deadline:** Until Filled

Kingston Community Schools is an equal opportunity employer.

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