

**FRUITPORT COMMUNITY SCHOOLS/EDUSTAFF  
NOTICE OF INTENT TO EMPLOY**

**DEPARTMENT:**     **Early Childhood Center**  
**LOCATION:**         **Early Childhood Center**  
**POSITION:**        **Year Round Child Care Assistant**

**QUALIFICATIONS:**

- High School Diploma or equivalent
- An ability to work comfortably and effectively with young children (infants and toddlers)
- Possession of effective oral and written communication skills
- Experience in an early childhood setting working with young children preferred

**JOB RESPONSIBILITIES:**

- (1) Reports to lead teacher when arriving on-site for instructions.
- (2) Provide daily care and nurturing for infants and toddlers
- (3) Assist with preparation and clean up (children and classroom)
- (4) Model appropriate behavior, support, and involvement during activities with children
- (5) Assist the lead teacher with record keeping
- (6) Participate in any team or staff meetings and/or trainings as required
- (7) Perform other duties as assigned by program director or lead teacher
- (8) Perform all tasks necessary to meet the needs of the children

**Days/Hours:** Monday-Friday, between 6:30 a.m.-6:00 p.m.

Hours range from 25-40 hours per week.

Must be available to work snow days, Spring Break, Christmas and summer vacation, in emergency situations, and when deemed necessary by program director.

**Hourly Wage:** \$12.00-\$13.00/hour (Benefits available to full-time employees)

Chosen candidate will be required to have electronic fingerprint (\$67), CPR & 1-Aid, TB test, complete 8 hours of MI-Registry Health & Safety training

**Reports to:** Early Childhood Center Director

**Date of Posting:**     **10-31-23**

**Date Posting Ends:**   **Until filled**