



# Notice of Vacancy

South Lyon Community Schools  
345 S. Warren  
South Lyon, MI 48178

**PLEASE POST!**  
**Internal/External**

**POSITION:** Kids Club - Caregiver (SE18)

**LOCATION:** Hardy Elementary

**QUALIFICATIONS:** Experience working with children. Must be 18 years old.

**RESPONSIBILITIES:** See attachment

**TERMS OF EMPLOYMENT:** Monday through Friday / 7:30 a.m. – 9:00 a.m. and 3:45 p.m. – 5:30 p.m.  
All required staff meeting times. Hours may vary according to school schedule and school year calendar.

**RATE OF PAY AND FRINGES:** Per Master Agreement

**BEGINNING DATE:** 2018-19 School Year

**DEADLINE FOR APPLICATION:** Internal: July 16, 2018  
External: Until Filled

**APPLICATION:** Please send letter of interest and resume to:  
Early Childhood Center  
310 N. Warren  
South Lyon, MI 48178  
Ph. (248) 573-8330  
Fx. (248) 573-8340

**DATE OF POSTING:** **July 10, 2018**

**SOUTH LYON COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**CAREGIVER - KIDS CLUB**

- QUALIFICATIONS:**
1. Minimum high school diploma.
  2. A sincerity to be with and work with young children.
  3. Demonstrates creative ability.
  4. Mentally and physically able to perform duties as required.
  5. Prior experience working with children.
  6. Submit all required criminal background paperwork and be approved for work by the district and state licensing guidelines.

**RESPONSIBILITIES:** In the performance of his/her duties, the caregiver is responsible for the care and safety of children three to twelve years of age.

**REPORTS TO:** Site Leader

- SPECIFIC DUTIES:**
1. Responsible for the care and safety of the children at the site.
  2. Interact with children in a positive way in games, play, and projects.
  3. Use appropriate and positive discipline with children.
  4. Encourage children to become independent and responsible.
  5. Be aware of all children in the group, especially during transition times.
  6. Use appropriate language, displaying courteous and caring attitude in dealing with students and parents.
  7. Works cooperatively with site leader in completing and following lesson plans.
  8. Responsible for maintaining accurate check-in and check-out records of children in accordance with state licensing guidelines.
  9. Responsible for seeing that children are escorted to and from classes when appropriate.
  10. Will be familiar with and responsible for procedures for the release of children; and with procedures when a child does not come back from school or class.
  11. Knows evacuation and emergency procedures.

12. Maintains a courteous and professional relationship with all staff.
13. Communicate closely with all staff at site.
14. Develop and maintain relationship with school staff; including teachers, secretaries, custodians, and principals.
15. Develop a close relationship and communicate closely with parents of children in program.
16. Assist in keeping classroom clean and orderly.
17. Share in housekeeping duties; answer phone; perform other duties as requested by site leader.
18. Willingness to work extra hours if necessary.
19. Attends required staff meetings.
20. Responsible for guidelines outlined in Kids Club staff handbook.
21. Responsible for following D.H.S. guidelines both indoors and outdoors.
22. Responsible to complete all unspecified duties not specifically outlined.