

PLEASE POST

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DATE: JULY 18, 2023
TO: ALL QUALIFIED CANDIDATES
FROM: OFFICE OF THE SUPERINTENDENT
REF: DIRECTOR OF KINDER LEARNING ACADEMY AND KIDS CLUB
CHILDCARE @ LINCOLN LEARNING CENTER

QUALIFICATIONS:

- Bachelor's degree or higher in early childhood education or child development
- Bachelor's degree or higher in a child-related field with 18 semester hours in early childhood education or child development and 480 hours of experience
- Associates degree in early childhood education or child development with 18 semester hours in early childhood education or child development and 480 hours of experience
- Montessori credential with 18 semester hours in early childhood education or child development and 960 hours of experience
- Valid child development associate credential with 18 semester hours in early childhood education or child development and 960 hours of experience
- 60 semester hours with 18 semester hours in early childhood education or child development and 1920 hours of experience
- At least 1 year in Pre-K Administration experience preferred
- Experience with the State of Michigan Child Care Center Licensing procedures
- Must have current certification in infant, child, and adult CPR and first aid and Blood-Borne Pathogens or obtain certification upon hire
- Skills in organization and management of materials and resources
- Excellent communication skills that focus on positive and professional communication with children, parents, and staff members
- Ability and skills in the team approach to planning and problem-solving
- Utilization of positive management techniques in program operation
- Must show sensitivity to the needs of a culturally diverse staff and client population
- Skilled in office-setting procedures, data entry, and human services

DUTIES:

- Provide program direction to assure that state licensing requirements and standards set forth by the Department of Health and Human Services and the Michigan Department of Education are met
- Develops programs and prepares program proposals for the Early Childhood programs
- Develops and monitors program budgets and ensures that program spending stays within budget parameters
- Is responsible for the hiring of new staff, disciplining of current staff, and assignment and release of staff
- Is responsible for planning and facilitating support for ongoing staff development and training activities on early childhood, parent education, etc.

HOURS: MON. – FRI. 7:30 A.M. – 3:30 P.M. (FACILITY IS OPEN FROM 6AM-6PM. WORKING HOURS MAY VARY)
40 HOURS PER WEEK

SALARY: PENDING EXPERIENCE
APPLY BY: APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED
DATE OF HIRE: IMMEDIATELY PENDING BOARD APPROVAL

APPLY TO: HUMAN RESOURCES DEPARTMENT, DIRECTOR OF KLA AND KIDS CLUB
401 SAUK RIVER DRIVE, COLDWATER MI 49036
EMAIL: HR@CCSCARDS.ORG

***The Coldwater Community School District is an equal-opportunity employer.
Its hiring practices are in compliance with Title VI of the Civil Rights Act of 1964,
Title IX of the Education Amendments of 1972k and Section 504 of the Rehabilitation Act of
1973, Subpart 84.5. No hiring practice shall discriminate against race, color, national origin, age, sex, or handicap***