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74500 Burk Street, Armada, Michigan 48005 • (586) 784-2112 • FAX: (586) 784-4268**VACANCY****2023-2024**

May 31, 2023

**POSITION:** Non-Instructional Childcare Assistant (Aide)  
Hours are 7:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m. (M-F) during school year only

**DEADLINE:** Until Filled

**APPLY TO:** Send Resume to Human Resources, Superintendent's Office, 74500 Burk Street, Armada, MI 48005 - Fax 586-784-4268 or email: [ttoymayko@armadaschools.org](mailto:ttoymayko@armadaschools.org)  
*Applicants must complete a non-instructional job application or in-district employee application form (available at school offices)*

**QUALIFICATIONS:** Ability to supervise or assist in the supervision of early elementary children in all school situations in a firm yet positive and fair manner.

**REPORTS TO:** Early Childhood Programs Supervisor

**SALARY:** \$14.00/hr.

**JOB GOAL:** To assist the Lead Caregiver in providing a safe, warm, and nurturing environment for ALL children to grow physically, emotionally, socially, and intellectually.

**PERFORMANCE RESPONSIBILITIES:**

1. To assist in preparing and maintaining a clean, safe, and inviting environment.
2. To assist in establishing and maintaining a good communication with the parent, community, and other staff members.
3. To protect the privacy of the families enrolled by observing the rules of confidentiality.
4. To maintain a pleasant atmosphere for all children by using positive and consistent guidance techniques.
5. To interact with children and encourage their involvement in activities.
6. To help the children control behavior using a positive approach; always to use a consistent technique.
7. To assist the lead caregiver in planning activities for the group and to offer suggestions and information about the children.
8. To help the lead caregiver in record keeping by passing on observations regarding the children's health, behavior, and development.
9. To maintain good communication with the parents, so as to make each parent feel at ease and informed.
10. To help prepare materials needed in the program.
11. To attend monthly meetings and trainings.
12. Abide by all Licensing Rules as stated by the State of Michigan Department of Human Services Office of Children and Adult Licensing effective December 7, 2006.
13. To perform other duties as required and designated by the Childcare Director and Lead Caregiver.

**EVALUATION:** Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.



Superintendent Michael G. Musary, Ed.S.

***The Armada Advantage: Achievement, Community, Innovation***