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

## VACANCY

### 2023-2024

September 18, 2023

- POSITION:** Child Care Site Supervisor  
Hours are 11:00 a.m. – 5:00 p.m. (or 6:00 p.m. depending) 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)  
*Current employees must complete a non-instructional job application or in-district employee application form (available at school offices)*
- QUALIFICATIONS:** CDA or Coursework in Early Childhood Education
- REPORTS TO:** Early Childhood Programs Supervisor
- SALARY:** \$20.00/hour (this position does not fall under the hourly employee agreement)
- JOB GOAL:** To assist the Early Childhood Programs Supervisor in a supervisory role as well as providing a safe, warm, and nurturing environment for ALL children to grow physically, emotionally, socially, and intellectually.

**PERFORMANCE RESPONSIBILITIES:**

1. To provide a caring and engaging environment for child care students
2. Registering students
3. Managing student files
4. Creating lesson plans
5. Scheduling child care staff
6. To assist in establishing and maintaining a good communication with the parent, community, and other staff members
7. To protect the privacy of the families enrolled by observing the rules of confidentiality.
8. To maintain a pleasant atmosphere for all children by using positive and consistent guidance techniques
9. To interact with children and encourage their involvement in activities
10. To help the children control behavior using a positive approach; always to use a consistent technique
11. To maintain good communication with the parents, so as to make each parent feel at ease and informed
12. To attend monthly meetings and trainings
13. 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
14. To perform other duties as required and designated by the Childcare Director

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



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Superintendent Michael G. Musary, Ed.S.  
Superintendent

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