

Fowler Public Schools
School District Position Description

Position Title: Afternoon Latchkey Caregiver
Department: Instruction
Reports To: Waldron School Principal
Hours: 3:00 p.m. to 6:00 p.m.
11:30 a.m. to 6:00 p.m. on half days when school is dismissed at 11:30
1:30 p.m. to 6:00 p.m. on half days when school is dismissed at 1:30
Rate of pay: \$13.00/hour
Benefits: Sick, Personal Business, and Inclement Weather days
Apply: Send cover letter and resume to: Paul Minns
pminns@fowerschools.net
or to: 11214 West Kent St.
Fowler, MI 48835

SUMMARY: To provide supervision in an environment favorable to learning and personal growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

Plans and organizes activities for children ranging in grades K-5
Creates and maintains a safe and nurturing environment
Supervises children indoors and on the playground
Prepare and serve snacks
Reinforces appropriate and respectful behavior
Establishes good relationships with parents and other staff members
General cleaning

REQUIREMENTS:

Must be certified in Infant/Child CPR and First Aid (or willing to obtain)
Completion of online course for Blood borne Pathogens (or willing to obtain)
Must have TB test (or willing to obtain)
Must clear the State of Michigan Central Registry Clearance
Must clear State and Federal fingerprint checks
Previous experience working with children preferred

SUPERVISORY RESPONSIBILITIES:

Supervises children

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and

procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for safety and well-being of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.