



District Office
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TITLE: Child Care Program Lead	FLSA: Non-Exempt
REPORTS TO: Early Childhood Programs Director	DATE POSTED: June 11, 2024
SALARY: \$15.75/hour	NUMBER OF DAYS: Year Round
LOCATION: East Olive / Little Wings	

POSITION SUMMARY

The Program Lead, under the direct supervision of the Early Childhood Programs Director, assists in overseeing the day-to-day operation of the Little Wings childcare program. The Program Lead manages the bookkeeping and organization of enrollments and waiting lists, and billing for all early childhood programs. The Program Lead assists in supervising and mentoring childcare staff at the Little Wings location.

Position(s) are 6 to 10 hours per day, year round.
 Care may involve interaction and instruction for infants, toddlers, and preschool aged children.
 Retirement, sick time and holiday benefits apply.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be “essential functions” in terms of the Americans With Disabilities Act (ADA). The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

- Assists in day-to-day operations including being available to address parent, child, and staff issues.
- Creates and monitors weekly employee schedules and hours.
- Ensures that appropriate child/staff ratios are maintained.
- Assist in recruiting, hiring and training new staff.
- Actively participate in recruitment of children for the Little Wings and Adventure Club programs.
- Cover classrooms as needed.
- Calculate and distribute billing statements to families.
- Write newsletters and other communications to families.
- Maintain accurate child and staff files.
- Monitor and update the waiting lists for all childhood programs.
- Complete enrollment and registration as needed for all programs.
- Establishes relationships with colleagues, students, parents and community which reflect recognition of and respect for every individual.

Together, we succeed.

- Plan and supervise purposeful assignments for caregivers, teachers and volunteers. May evaluate job performances with the Director.
- Appraises his/her own effectiveness and demonstrates successful application of skills and information acquired to increase effectiveness. Strives to maintain and improve professional competence.
- Attends staff meetings and serves on staff committees as required.
- Performs related work as required and other duties as assigned by the Director.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION:

- Shall meet one of the following qualifications:
 - Bachelor's degree or higher in early childhood education or child development.
 - Bachelor's degree or higher in a child-related field including 18 semester hours in early childhood or child development and 480 hours of experience.
 - Associate's degree in early childhood education or child development including 18 semester hours in early childhood or child development and 480 hours of experience.
 - Montessori credential with 18 semester hours in early childhood or child development and 960 hours of experience
 - Child development associate credential with 18 semester hours in early childhood or child development and 960 hours of experience.
 - Sixty semester hours with at least 18 of them in early childhood or child development and 1,920 hours of experience.

EXPERIENCE:

- Experience hours must be in childcare, student teaching, or daycare internships.
- Supervisory experience - *preferred*
- Must have at least 2 years experience working with young children in a childcare setting.
- Must be at least 21 years of age.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

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, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to demonstrate good judgment.
- Ability to handle emergency situations.
- Ability to be accountable, punctual and dependable.
- Understanding of the teaching/learning process.
- Ability to develop and implement instruction that reflects multiple perspectives and multicultural education.
- Ability to work effectively with administrators, colleagues, school based staff, students, parents and community.
- Excellent oral and written communication and human relations skills.
- Detail oriented and able to handle multiple projects.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must be willing to obtain certification in Infant/Child CPR and First Aid.
- Training in Blood Borne Pathogens is required as well as other safe schools training.

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- Satisfactory background check for employment at a public school district and for a licensed child care provider is required for employment.
- A current TB test is required.
- A confidentiality statement, staff screening statement and a statement regarding abuse and neglect must be signed prior to enrollment.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) 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.

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 regularly required to sit and talk or hear. The employee frequently is required to walk and stand and move quickly. Ability to move around the classroom including stooping, bending, standing for extended periods and moving heavy objects. The employee will be required to lift children onto a changing table. Crisis intervention may require participating in physical restraints. While performing the duties of the job the employee may be required to leave the building.

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 noise level in the work environment usually varies. Work is performed indoors and outdoors all year round.

If interested in this position, please apply through [FastTrack](#). A completed online application is required for all applicants.
Applications will be accepted until filled.

It is the policy of St. Johns Public Schools that no discriminatory practices based on sex (including sexual orientation and gender identity), race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.