



Monroe Catholic Elementary Schools Childcare Center

510 W. Front St.
Monroe, MI 48161
www.mcesmonroe.com
734-241-3378

Part Time Childcare Staff Job Posting

This position will be scheduled between the hours of 6:30am-6:00pm. Person **MUST** be available to work during those hours and be flexible working in multiple classrooms.

- Create, manage and participate in a variety of learning environments and activities that provide opportunities for students to develop to their fullest potential and achieve their learning objectives.
- Assist the Teacher to create and deliver lesson plans, implement school curriculum, and assess developmental needs of students.
- Maintain a healthy and safe environment. Must follow proper diapering and feeding procedures.
- Communicate positively with students, parents and staff.
- Participate collaboratively and professionally with other teachers and staff to promote the general well-being of the school, and collective/individual interest of its staff and student body.

Qualifications/Requirements

- High school diploma or general education degree; must be at least 18 years of age.
- Must obtain and keep current training certifications in first aid, CPR, communicable diseases, child abuse recognition & prevention required by the State of Michigan. (self-pay)
- Must have Criminal Background Check and Fingerprints completed (self-pay)
- Must work year-round, including over school breaks, summer, fog/weather days, etc.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Proven track record of developing authentic relationships with others.
- Ability to foster a collaborative team approach to solving challenging situations.
- Must be able to use a computer with basic proficiency.
- Must be physically able to lift a minimum of 50 pounds and work indoors or outdoors with varying temperatures. Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children. Must be able to easily move them self and children up and down stairs. The employee is required to stand, walk, bend, sit on the floor, run, and use arms and hands to engage in activities with children for extended periods of time.
- Must be able to speak, read, and write proficiently in English.
- Must have excellent attendance record and work in a timely manner.

Job Type: part-time 19 hours a week
