

Central Lake Public Schools

Early Childhood Programs



START DATE: Fall 2025

POSITION AVAILABLE: **Part Time Support Staff - After School Programming**

Central Lake Early Childhood Programs envisions that families and children in Central Lake have access to high quality, affordable programming. A tight knit community dedicated to providing play based, developmentally appropriate curriculum, embedded professional development and qualified early childhood educators. Through partnerships and funding from the CLEO Purdy Endowment Fund, Head Start, and the Great Start Readiness Program (GSRP) we offer year-round Infant and Toddler care, and Preschool aged programming throughout the school year. This position may serve any of these developmental ages.

QUALIFICATIONS:

- Experience working with children in a center based program
- *CDA/Associate Degree preferred*
- Must pass a state of Michigan and Federal background check, including fingerprints. Must maintain a minimum 16 hours of annual professional development per childcare licensing requirements

JOB RESPONSIBILITIES:

- Willing/able to multi-task and work cooperatively with other adults in providing the highest quality of care to all children from 2 to 5pm daily
- Ability to maintain daily logs of childcare documentation requirements
- Willing/able to follow all Child Care Licensing rules and statutes
- Demonstrate enthusiasm and expertise working with preschool and school age children
- Dedication to building authentic relationships and communication with children and families

REPORTS TO: Early Childhood Director

SALARY and BENEFITS:

- Hourly rate through EduStaff dependent on credentials
- Calendar closely follows the District calendar with holidays off
- Paid professional development days and conferences
- Opportunities for TEACH scholarships/tuition assistance
- Paid snow days
- Paid sick days through EduStaff (up to 40 hours a school year)

APPLICATION PROCESS: Submit letter of interest and resume to:

Stephanie Stedman; Early Childhood Director at sstedman@centrallake.org

"It is the school district's policy not to discriminate on the basis of gender, religion, race, color, national origin, age, weight, height, marital status, sexual orientation, transgender, or handicap status, or to retaliate in education programs, activities, or employment."