



Kalkaska Public Schools

Posting/Employment Opportunity

Latchkey (Two Positions)

2017-2018 School Year

Qualification Requirements- Must Meet One of the Following	<ul style="list-style-type: none">• Bachelor’s Degree or higher in child related field• Associate’s Degree in a child related field and 480 hours experience• Montessori Credential with 12 semester hours and 480 hours experience• Valid Michigan school-age/youth development credential with 12 semester hours and 480 hours experience• Valid child development associate credential with 12 semester hours and 480 hours experience• Sixty semester hours with 12 semester hours and 720 hours• High school diploma/GED with 6 semester hours and 2,880 hours experience	
Essential Duties and Responsibilities	<ul style="list-style-type: none">• Must have demonstrated ability to work effectively with minimum supervision.• Must have good employment history including attendance.• Ability to assist in homework and structured play groups.• Maintain a positive working relationship with parents and act as a problem solver when problems arise.• Address behavior issues until resolved in a satisfactory manner.• Maintains daily sign in/out log for proper billing.• Regular and reliable attendance	
Salary and Benefits	\$10 per hour 4-5 days/week 6:30 a.m. to 7:30 am / 3:00 p.m. to 6:00 p.m.	
Deadline	Until Filled	
Method of Application	Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:	
	Karen Sherwood Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE document to: jobs@kpschools.com
Contact Information	Please direct questions to Karen Sherwood at e-mail ksherwood@kpschools.com.	

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The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109