

WHITE LAKE AREA COMMUNITY EDUCATION
Job Posting

Posting Date: January 24,2024

Position: Lighthouse Learning Center Childcare Assistant, North Muskegon

Qualifications:

- Possession of High School Diploma preferred.
- The ability to work and communicate effectively with parents & young children.
- Prior child care experience preferred.
- Positive team and improvement oriented person.

Duties Include:

- Support daily classroom management.
- Help establish an appropriate climate to reinforce acceptable behavior, attitude and social skills.
- Ensure a safe and orderly indoor and outdoor environment for all children.
- Maintain accurate child records on each pupil in accordance with program policies and procedures.
- Work effectively as a member of the Early Childhood Center Team to educate children, engage families and enhance school readiness.

Applications: Submit a written letter of application, resume of education and experience, transcripts including credentials to: Melissa Raiche, Office Manager, White Lake Area Community Education, 541 E. Slocum Street, Whitehall, MI 49461, melissaraiche@wlace.org

Deadline: Until filled

Terms of Employment: Morning (6:15am-9:15am), Monday-Friday, school year position, \$14.00 per hour, sick & personal time, 30 hours per week.

WHITEHALL DISTRICT SCHOOLS NON-DISCRIMINATION POLICY
It is the policy of Whitehall District Schools that no person shall, on the basis of race, color, national origin, gender or disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.