

**#100**

**Internal/External**

**PLEASE POST**

TO: All Staff, Placement Agencies and Local School Districts  
FROM: Betty Savage  
Assistant Superintendent of Human Resources  
DATE: August 31, 2010  
RE: **Child Care Attendant – Paraprofessional A**

**Muskegon Public Schools** has an opening for a Child Care Attendant at the Muskegon Community Education Center. This is a Paraprofessional A position, starting at \$8.29 per hour, Monday through Friday, schedule times and days will vary.

**Responsibilities:**

- ◆ Take initiative to see that the childcare room is clean.
- ◆ Oversee and participate in the care and feeding of children.
- ◆ Assist Coordinator as requested.
- ◆ Interact positively with other staff members, children and parents.
- ◆ Assist in the creation of an effective environment for learning, and providing individual and small group instruction.
- ◆ Assist with files and follow the lesson plan model.
- ◆ Other duties as assigned by the Child Care Coordinator, Administrative Supervisor and/ or Early Childhood Education Specialist.

**Education:**

High School diploma or GED equivalent. **To be considered, each candidate must pass the ABLÉ test.**

For **external** candidates applying for this position, please fill out an application through our on-line applications system, **AppliTrack**. Go to the MPS website link listed below:

Website: [www.muskegonpublicschools.org](http://www.muskegonpublicschools.org)  
Link: Click on - Job Listings (at the top of your screen)  
Click on the link to fill out a job application.  
Please follow directions carefully and review your application for accuracy.

Also, link the following information to the "Attachment" section of your application:

1. A cover letter stating your interest
2. A current resume listing experience, qualifications, plus other relevant information.

If you are an **internal** candidate and interested in applying for this position, please do so in writing to:

Betty Savage, Assistant Superintendent of Human Resources  
Hackley Administration Building – Room 104  
349 W. Webster Ave.  
Muskegon, MI 49440

*Internal candidates should also include a current resume listing experience, qualifications, plus other relevant information.*

**On or before 4:00 pm, September 14, 2010.**

ks

C:ChildCareAttendantMCSGrissom100