



507 1<sup>st</sup> Ave. N  
Escanaba, MI 49829  
(906) 786-7080 – Phone  
(906) 789-9423 – Fax

The Community Action Agency Early Childhood Program is currently accepting applications for the following position:

Part-time (29 hours) **Special Needs Assistant** in Delta County.

Candidates must have a high school diploma/GED. Early childhood training/coursework and/or CDA preferred.

Entry wage is \$13.15– \$15.23 depending on education and experience.

Benefits include paid sick and vacation time, 403(b) retirement plan and access to our Employee Assistance Program.

Please submit a completed application to MDSCAA ECP, Attention: Sharon Reisner, 111 N 5<sup>th</sup> St., Escanaba, MI 49829 **OR** send an email to [hr@mdscaa.org](mailto:hr@mdscaa.org).

## MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY

### Job Description

<b>Program:</b>	Early Childhood Program	<b>Reports To:</b>	Teacher as assigned
<b>Job Title:</b>	Special Needs Assistant - Classroom	<b>Supervises:</b>	No supervisory duties
<b>Job Location:</b>	As Assigned		
<b>Job Classification:</b>	Temporary or Regular, Hourly, Part-Time /Union Position		

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### QUALIFICATIONS

- Experience:** Experience working with preschool developmental delays is preferred.
- Education:** High school diploma/GED. Early childhood training/ coursework and/or Child Development Associate preferred. Candidates with current Certified Nursing Assistant certification may be considered.
- Other Factors:** A standard 8 hour work day requires the ability to: **1]** perform medium work—lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds; **2]** stand/walk for 4-6 hours; **3]** sit 3-5 hours; **4]** drive 1-3 hours; **5]** use hands for repetitive simple grasping, fine manipulation, pushing and pulling; **6]** use feet for repetitive movement as in operation of foot controls (driving); **7]** frequently bend, squat, twist body; and **8)** occasionally climb
- Must be available for flexible work hours to include days, evenings, occasional weekends and summer months.
- Must abide by state requirements for MI Child Care Licensing to include health requirements, and comprehensive background checks in the form of fingerprints.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

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### MISSION STATEMENT

To prepare young children, prenatal to age five, for school readiness through high quality early education services and family engagement.

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### ESSENTIAL FUNCTIONS

1. Ensure the delivery of quality child development/health and disabilities services that meet or exceed all regulatory requirements as assigned.
2. Demonstrate respect for others by sharing information objectively and non-judgmentally and adjust verbal and written communication strategies for different audiences.
3. Maintain staff and family confidentiality by limiting conversations about them and access to their records to those directly involved in providing services to them and by ensuring that confidentiality policies are followed across the program.
4. Constant and active supervision is maintained when staff member is working with children, in any capacity.
5. The health and safety of children in the care of the program is a priority for staff in any capacity.
6. Promote a collaborative, productive working environment by following established communication protocols, clearly articulating expectations, outcomes, and timelines, and using conflict resolution and negotiation skills when needed.
7. Development and implementation of ongoing professional development goals as approved and/or assigned.
8. Develop and maintain competency in the use of a variety of technology systems as directed by supervisor.
9. Complete all documentation and reporting requirements in an accurate and timely manner.
10. Support the program's efforts to generate Non-Federal Share.
11. Serve as a child care provider for family involvement activities.
12. Complete training as assigned based on collaboration with ISD
13. Attend IEP meetings as assigned.
14. Maintain regular and punctual work attendance.
15. Abide by all CAA/Early Childhood Program Personnel Policies.
16. Identify as a mandated reporter and follow all mandatory child abuse/neglect reporting procedures set forth by the program.

17. Participate in recruitment efforts as assigned or needed

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Nothing in this job description restricts Management's rights to assign or reassign duties and responsibilities to this job at any time.