

Classified Job Vacancy

MSD of Steuben County

2023-2024

Any qualified individual interested in the position listed below should complete an application msdsteuben.k12.in.us/page/applications.

If you have a question please contact Jami Hubbard, Director
jhubbard@msdsc.us

EARLY LEARNING CENTER

Summer Camp

Responsibilities:

- Ensure all school policies and state and licensing regulations are met
- Ensure a healthy program environment - including maintaining appropriate hygiene and cleanliness standards and safety and security of children
- Create lesson plans and activities for students in small groups and individual instruction to children
- Work as a team member to assist in all program aspects
- Supervise children in the class, at lunch, outdoors, while they are napping, and during special classes and events
- Assist with the smooth running of programming
- Supervise and assist in the preparation of lunch, snack, and food prep works
- Complete end-of-day and weekly classroom and communal area cleaning- including laundry and washing dishes
- Assist with arrival, dismissal, and supervision of before- and/or after-school care
- Be comfortable with spending time outdoors during all types of weather and upkeep of outdoor environments
- Engage as a problem-solving member of the team to continuously improve
- Other duties as assigned by the director

Qualifications:

- Satisfactory completion of Safe Hiring Solutions, Extended National Criminal History, and Indiana DCS check
- Must successfully complete tuberculosis test, drug test, be certified annually in CPR/First Aid, complete ILEAD required trainings, and other professional development, training, certifications, etc. as required

Salary: \$14.00 per hour based on credentials and experience.
Current ELC Staff: Hourly Rate

Hours: Up to 40 hours per week based on program needs, full and part time options available.

Start Date: training to begin the week of May 13th, summer camp begins May 28th

Ending Date: Summer Camp ends July 26th, although other positions may be available for the school year starting in August.