



# Muskegon Catholic Central

1145 West Laketon Avenue † Muskegon, MI 49441

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*"Muskegon Catholic Central educates each student in spirit, mind and body by fostering personal excellence within the Catholic tradition."*

## Job Posting

**Position:** Before and After-School Childcare Director

### Qualifications:

1. Education, Coursework, and/or Hours of Experience per State of Michigan Child Care Licensing Rules to qualify as the Program Director
2. First Aid/CPR Certified is preferred
3. Experience working with elementary students is preferred

**Reports to:** Pre-K – 6<sup>th</sup> grade Principal

### Essential Functions: (This job posting is not an exhaustive list of the duties performed for the position):

- Ensures compliance with all federal, state, county, school and diocesan laws for operating a childcare program
- Responsible for the recruiting, selecting, hiring, training and scheduling of childcare staff, with assistance in HR guidelines from the Business Manager/HR Manager
- Maintains all childcare staff records and ensures all childcare staff have the proper certification (e.g. fingerprinting, background checks, first aid/CPR)
- Ensures all student records are current, including verification of immunizations
- Maintains accurate sign-in sheets in accordance with state guidelines
- Administers standards of behavior and discipline for the purpose of ensuring the safety and well-being of students
- Assists students with homework assignments and make-up work, etc., for the purpose of supporting teachers in the instructional process
- Assists with program components for the purpose of delivering services that conform to established guidelines
- Collaborates with the Elementary Principal and Teachers for the purpose of implementing and maintaining services and/or programs
- Communicates school policies and enforcement procedures to students for the purpose of ensuring their understanding and the potential consequences of violations

**Starting Date:** Immediate

**Terms:** This is a part-time, permanent position

**Salary Range:** Commensurate with MCC's Operating Budget

**Apply to:** Please provide cover letter, current resume with references, transcripts and a copy of your credentials by mail or email to:  
Muskegon Catholic Central  
ATTN: Jeff Plyler  
1145 W Laketon Avenue  
Muskegon, MI 49441  
[jplyler@muskegoncatholic.org](mailto:jplyler@muskegoncatholic.org)

**Closing Date:** Until Filled

**Posted:** October 3, 2016