

## Help Wanted – St. Patrick School

**\*Before School (Latchkey) Child Care Supervisor: St. Patrick Catholic School in Portland, MI is accepting applications for a Before School (Latchkey) Supervisor for the 2017-18 school year.** Supervising St. Patrick School students in grades DK – 5 before school every school day of the year from 6:30 – 8:50 a.m.

**\*After School (Latchkey) Child Care Supervisor: St. Patrick Catholic School in Portland, MI is accepting applications for an After School (Latchkey) Supervisor for the 2017-18 school year.** Supervising St. Patrick School students in grades DK – 5 before school every school day of the year from 3:45 – 6:00 p.m.

**\*Please note these are two separate positions. They may be filled by one interested individual or two separate individuals.**

### **Primary Duties:**

1. Supervision of children indoors and outdoors.
2. Maintaining a healthy, safe and clean environment.
4. Attend and meet the criteria for necessary job training (First Aid/CPR Certified and Virtus Trained).
5. Other duties as assigned.

### **Requirements:**

**Knowledge Of:** General concepts of child growth and development and child behavior characteristics; techniques used in controlling and motivating students; and simple record keeping.

**Ability To:** Assume responsibility for supervising students, learn and utilize basic methods and procedures to be followed in child care settings; demonstrate an understanding, patient, warm and receptive attitude toward children; communicate satisfactorily in oral form; understand and carry out oral and written instructions; and maintain cooperative working relationships with children, staff, and parents.

**Training and Experience:** Must be a high school graduate that meets the State mandated education requirements, including the appropriate courses in psychology, child growth and development or a closely related field. This includes 12 clock hours of annual training in appropriate child care professional development.

One year or more of paid or volunteer experience working with children in an educational or childcare setting is highly desirable.

**Application deadline is Thursday, August 17.**

Interested candidates please send a letter of interest, resume and references to:

Randy Hodge, Principal  
St. Patrick Catholic School  
122 West Street  
Portland, MI 48875

To apply electronically, please send the required information to: [randyhodge@portlandstpats.com](mailto:randyhodge@portlandstpats.com)