

Community Unlimited – Job Description

GSRP Caregiver

(Effective dates: August 16, 2023 – June 7, 2024)

The entire staff is essential to the overall quality of Community Unlimited programs. Staff is directly involved in the process of program development, implementation, and evaluation. Positive character, sharing knowledge, and communication are key to successful programs.

Standards:

- Adhere to the standards set in the CU Employee Handbook, MI Child Care Licensing, and appropriate programmatic standards: GSRP Implementation Manual, CLASS, Early Childhood Standards of Quality for Prekindergarten, and Michigan Out-of-School Time Standards of Quality.
- Maintain positive communication, employee and organizational confidentiality, and working relationships with the public and all of CU, school districts, CISD, and other partner staffs.

Responsibilities (include but are not limited to):

- Participate in planning, administering, and evaluating the management of HighScope curriculum, family activities program, instructional services for the GSRP program, and the CACFP. Collect ASQs and other assessments.
- Employee is required to follow Mandated Reporter guidelines.
- Provide appropriate, positive behavioral guidance to children, using conflict resolution, and always treat each child with dignity and respect at all times.
- Be aware of; know how to prevent, and how to properly handle all children with food allergies and other health situations.
- Be able to stand for extended periods of time, sit on the ground, bend, lift up to 50 lbs, & be able to get on the level of the child.
- Participate with the recruitment and retention of students.
- Ensure proper active supervision of children at all times including, but not limited to: in the classroom, on the playground or outside, at toilet times, in all other areas outside of classroom.
- Participate in maintaining all student attendance, meal counts, and enrollment records and insure that all records are current.
- Attend all mandatory meetings, conferences, and professional development trainings. A minimum of 24 PD hours that are creditable in MiRegistry must be completed annually.
- Working with and following a plan with your classroom's Early Childhood Specialist is mandatory.
- Turn in accurate time cards and purchase orders/receipts in a timely fashion to your supervisor.
- Other duties as assigned.

Schedule: This is considered a full-time, hourly position, consisting of an average of 37.5 hours per week, 5 days a week. Summer training may be required.