

## Community Unlimited – Job Description

## GSRP Caregiver

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

Staff must 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, HighScope philosophy, and Great Start to Quality (min. 3 stars).

### **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 make an immediate verbal report to DHS Child Protective Services and follow with a written report within 72 hours with any suspected child abuse or neglect.
- Provide appropriate, positive behavioral guidance to children and always treat each child with dignity and respect at all times, even if you are redirecting or correcting them.
- 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.
- Work in partnership with other agencies for the good of individual students.
- Participate with the recruitment and retention of students, with a goal of 18 students.
- Participate in regularly scheduled parent advisory and/or playgroups.
- Facilitate positive communication and good working relationships with parents, community partners, all CU employees, and GSRP and CISD staff. Working with and following a plan with your classroom's Early Childhood Specialist is mandatory.
- Ensure proper 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 ensure that all records are current in Skyward as requested by GSRP teacher.
- Attend all mandatory meetings, conferences, and professional development trainings. A minimum of 24 PD hours that are creditable in MiRegistry must be completed annually.
- Turn in accurate time cards and purchase orders/receipts in a timely fashion to your supervisor.
- Other duties as assigned.

**Schedule / Compensation:** 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. Compensation is hourly and based on education and experience. Benefits include paid time off, retirement plan, life and short-term disability insurances, monthly stipend program, & TEACH sponsorship.

### **Education and Qualifications:**

- Required: High School Diploma / GED
- Experience in a child related field serving ages and abilities of preschool-aged children