



SHELBY PUBLIC SCHOOLS
VACANCY NOTICE
Internal/External

Posting Date: September 24, 2020

Position: **Head Start Program Assistant/Bus Monitor**
Early Childhood Center

Qualifications:

- CDA Endorsement, Associates Degree in Early Childhood preferred
- Bilingual skills preferred
- Excellent communication, organizational, people, and teamwork skills
- CPR and First Aid Training preferred
- Possess patience, dedication, and have the ability to work well with pre-school aged children
- Ability to obtain medical clearance
- Any other qualifications deemed appropriate

Reports to: **Teresa Mead, Shelby Early Childhood Center Coordinator**

Job Goal: Includes:

- To provide a quality pre-school experience within the guidelines and purposes of Head Start and the Shelby Early Childhood Center

Applications: **Submit a letter of application, resume, and references to:**

Debbie Clement
Shelby Public Schools
525 N. State Street
Shelby, MI 49455

Or email to: hresources@shelby.k12.mi.us

Deadline for Applying: **October 1, 2020 or until filled.**

Approved By:



Tim Reeves, Superintendent

Date: September 24, 2020

NOTICE: It is the policy of the Shelby Public School District not to discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent; 525 N. State Street; Shelby, MI 49455; 231-861-5211