

Job Postings

Fill out the form below for each position you wish to post. Postings are reviewed by Council staff and posted within three business days of date submitted. Job openings will only be posted for TWO months unless the Child Care Council is notified otherwise.

Today's Date: *

July 5, 2018

Name of Agency/Program: *

Ferndale Schools

City: *

Ferndale

Position/Job Title: *

School Aged Childcare (SACC) Coordinator - (10 hours per week) - \$15.00/hour

Job Description: *

Qualifications:

Bachelor's degree in a child related field • Excellent technology skills, particularly in managing applications and instructing others in their use • Excellent communication (oral, written and listening) and interpersonal skills • Ability to facilitate learning with SACC staff

Duties and Responsibilities:

Maintain Day Care Works website • Respond to parent questions and concerns through the registration, scheduling and payment process related to school aged childcare (latchkey) programs • Train parents and employees in use of the Day Care Works system. • Coordinate concerns or technology requests between the district and the service provider • Maintain records of payments, and issue invoices and receipts as needed • Supervise SACC elementary programs • Assist the Assistant Superintendent of Curriculum & Instruction in licensing requirements • Other responsibilities as may be assigned

Applicants Reply to:

Send your resume via email to Dina Rocheleau, Assistant Superintendent of Curriculum & Instruction at dina.rocheleau@ferndaleschools.org
