

ANNOUNCEMENT OF VACANCY

RE-POST

July 12, 2018

RE-POST

Details:

Position: School Aged Childcare (SACC) Coordinator
(10 hours per week)
Reports to: Assistant Superintendent of Curriculum & Instruction
Pay Rate: \$15.00/hour
Location: Central Office
Start Date: August 2018
Group: EduStaff

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

Other qualifications are considered in the final selection of a person to fill this position. The search for a highly qualified applicant for this position is not restricted to this district.

Applicants will be interviewed by district staff and hired through EduStaff, a third-party administrator.

Application Deadline:

July 21, 2018 at 4:30 p.m. or until filled

Application Procedure:

Internal applicants please submit a letter of interest and resume to the Human Resources Office

External applicants apply:

- Go to www.oakland.k12.mi.us/ohrc
- Click "View all open Positions in OHRC Districts"
- Click "Broken Down by District"
- Click "Ferndale Public Schools"
- Click on Desired Position
- Click on "Apply" button in the upper right corner and follow prompts

For questions regarding this position please contact the Human Resources office at 248-586-8662.

An Equal Opportunity Employer

It is the policy of the Ferndale Board of Education not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic in School District activities, programs, and employment.
