626 Phillips
Clawson, MI 48017
248.655.4400
FAX: 248.655.4422

VACANCY

POSTING DATE: March 27, 2019

POSITION: **GSRP COORDINATOR**
10 hours per week – 40 weeks per year

QUALIFICATIONS:

- Bachelors in Early Childhood Education or Child Development
- Will consider Associate in Early Childhood
- 3-5 Years' Experience in Early Childhood Setting

DUTIES AND RESPONSIBILITIES:

- Knowledge of High Scope Curriculum, Early Childhood Standards, Licensing, PBS and Great Start to Quality Star Rating System
- Ability to work with parents, children and staff
- Strong leadership and organizational skills
- Interview and recommend for hire potential GSRP staff
- GSRP staff evaluations
- Arrange professional development
- Maintain confidentiality of sensitive documents and information
- Experience with grant writing and grant budgets
- Perform other duties and various tasks and projects as may be assigned

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

STARTING DATE: July 1, 2019

SALARY: $30.00 per hour

APPLICATION PROCEDURE: **ALL CANDIDATES**: **Please apply through Oakland Human Resources Consortium: www.oakland.k12.mi.us**
*Please **DO NOT** mail or bring copies of your application materials to the district or any school office unless specifically requested. The district no longer retains or utilizes paper documents in the initial screening process and unsolicited materials will not be retained.*

APPLICATION DEADLINE: April 22, 2019

Clawson Public Schools is an equal opportunity employer and fully subscribes to the principles of Equal Opportunity. The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of race, color, religion, sex, national origin, disability, age, height, weight, marital status, or any other legally protected characteristic.