



SCHOOL DISTRICT OF THE CITY OF SAGINAW

Human Resources Department

Posting Dates: From: December 6, 2011 To: UNTIL FILLED

The School District of the City of Saginaw is looking for **substitutes** for the following programs:

*** After the Bell ***

*** Before the Bell ***

*** 21st Century Program ***

Duties and Responsibilities:

1. Assist in preparation and monitoring of daily snacks.
2. Assist with sign-in of students attending the before or after school programs.
3. Monitor any issues or concerns related to students, parents, and staff.
4. Assist in planning and implementing the daily program under the direction of the Site Coordinator.
5. Complete other tasks as requested by Site Coordinator.

Qualifications:

1. Must have a high school diploma or GED
2. Experience in early childhood, education, or related field
3. Experience working with children K-5, grades 6-8

Method of Application:

Applicants must submit a letter of interest and resume:

Erin Christian
Human Resources Generalist
550 Millard Street
Saginaw, Michigan 48607-1193

Saginaw Public Schools is an Equal Opportunity Employer. It is our policy not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs.