Job Title: Latch-Key Staff
Employed By: Access Educational HR
Supervisor: School Administrator
Location: Island City Academy
FLSA Status: Part-Time (15 – 20 hours a week)
Pay: $12 per hour

Job Summary
The position requires performing varied duties while executing the Latchkey program in the assigned classroom and creating a welcoming environment that is positive and encouraging.

Job Duties
- Execute the Latchkey program in accordance with the goals and objectives of the program.
- Supervise students at all times.
- Communicate all incident reports and discipline referrals to the Administrator on a daily basis.
- Facilitate educational material as designated.
- Implement arts and crafts projects as designated.
- Keep school classrooms in a safe and orderly manner for students.
- Carry out classroom discipline according to school policy, including completing proper documentation.
- Maintain proper care and inventory of supplies and equipment.
- Other duties as assigned

Education and Experience
- Possession of a high school diploma or equivalent.
- Ability to pass a background check and drug screen

Certification, Licenses, and Registrations
- Must possess appropriate certification or licensing as required by state law

Physical and Mental Requirements
- Ability to sit, stand, walk, speak, listen, taste, and smell
- Ability to understand meaning of words and articulate effective responses
- Ability to add, subtract, multiply, and divide
- May need to manually, lift, carry, pull, or push heavy objects or materials
- Occasional stooping, bending, and reaching

Work Environment
- Typically quiet environment with sporadic periods of loud noise
- Classroom environment with heat and air-conditioning

A COMPLETED ONLINE APPLICATION IS REQUIRED: See application instructions at www.islandcity.org under Human Resources - Employment Opportunities. Questions regarding this position can be directed to: Wm. Aaron Warren, School Administrator Telephone: 517/663-0111 Email: wawarren@islandcity.org