



# Saint Michael School

Tel: (989) 967-3681  
www.stmikes.us

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## Latchkey Lead Position

### ***Description:***

St. Michael Catholic School in Remus is seeking an energetic, enthusiastic individual to join our team as our Latchkey Program Lead.

### ***Essential Duties & Responsibilities:***

- Supervision of students grades Preschool - 5th grade from 3:00pm-5:30pm
- Setting of expectations and procedures
- Support with homework or school work from the school day
- Provide snack and clean up
- Planning of afterschool activities

### ***Required Qualifications:***

- Daycare licensing credit requirements each year
- Fingerprinting clearance with the school and daycare licensing

### ***Preferred Qualifications:***

1. Experience working with children
2. Certification in CPR and First Aid
3. Work effectively, make decisions, and problem-solve.
4. Work well with diverse families and engage with parents.
5. Strong communication and interpersonal skills to effectively interact with students, parents, and teachers

### ***Interested Candidates Should Email ALL of the following:***

1. Cover Letter
2. Resume
3. Letter of Recommendation

Please send all requested materials to Karen Gostomski (Principal) at [karengostomski@stmikes.us](mailto:karengostomski@stmikes.us)

St. Michael Catholic School is committed to providing students with an exemplary education centered on traditional Catholic values, inspiring them to walk with God, learn, grow, and serve.