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Escanaba, MI 49829  
(906) 786-7080 – Phone  
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The Menominee-Delta-Schoolcraft Community Action Agency is currently accepting applications for the following position:

**Job Title:** Special Needs Assistant

**Position Type:** Part-time, hourly, non-exempt

**Hours:** 28 hours/40 weeks

**Location:** Delta County

**Pay Range:** \$14.22 - \$16.46 depending on education and experience.

**Benefits:** Benefits include paid time off; 403(b) retirement plan; and access to our Employee Assistance Program.

**Job Summary:** The Special Needs Assistant works directly with children needing extra support in the classroom to ensure quality services are provided.

**Qualifications:** High school diploma/GED required. Some early childhood training/coursework is preferred.

**How to Apply:** A full job description can be found on our website ([www.mdscaa.org/job-board](http://www.mdscaa.org/job-board)).

Applications can be completed using the following link: <https://pdf.ac/2X1yo9>

A paper application can also be picked up at any of our centers and sent to MDSCAA, Attention: Human Resources, 111 N 5<sup>th</sup> St, Escanaba, MI 49829 **OR** emailed to [hr@mdsecp.org](mailto:hr@mdsecp.org).

*This position will close on December 16<sup>th</sup>, 2025.*



**Job Title:** Special Needs Assistant

**Revised:** 10/2024

**Program:** Early Childhood

Teacher/Health &

**Location:** As assigned

**Reports To:** Disabilities Coordinator

**Classification:** Non-exempt, hourly

**Supervises:** None

## POSITION OVERVIEW

The Special Needs Assistant works directly with children needing extra support in the classroom to ensure quality services are being provided.

## EDUCATION & EXPERIENCE

- High school diploma required. Early Childhood training/coursework and/or Child Development Associate preferred.
- Candidates with a Certified Nursing Assistant certification may also be considered.
- Previous experience working with preschool developmental delays preferred.

## REQUIRED SKILLS/ABILITIES

- Working knowledge of computers, including Microsoft Office and other software programs.
- Excellent written and verbal communication skills.
- Adhere to strict client confidentiality.
- Submit to criminal background check.

## DUTIES/RESPONSIBILITIES

- Work directly with children experiencing difficulties in the classroom.
- Assist teacher and classroom staff in the integration of children experiencing difficulties to the general classroom.
- Ensure the delivery of quality child development/health and disabilities services that meet or exceed all regulatory requirements as assigned.
- Ensure constant and active supervision is maintained when working with children, in any capacity.
- Prioritize the health and safety of children in the care of the program in any capacity.
- Participate in ongoing professional development goals as approved and/or assigned.
- Maintain competency in the use of a variety of technology systems as directed by supervisor.
- Complete all documentation and reporting requirements in an accurate and timely manner.
- Support the program's efforts to generate Non-Federal Share.
- Serve as a childcare provider for family involvement activities.
- Complete training as assigned based on collaboration with ISD.
- Attend IEP meetings as assigned.
- Maintain regular and punctual work attendance.
- Abide by all CAA/Early Childhood Program Personnel Policies.
- Identify as a mandated reporter and follow all mandatory child abuse/neglect reporting procedures set forth by the program.
- Participate in recruitment efforts as assigned or needed

**WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

- Prolonged periods of standing, walking, bending, kneeling, pushing or pulling.
- Must be able to lift up to 50 pounds occasionally.
- Possible exposure to inclement weather conditions and hazardous driving conditions.

**This job description is not designed to cover or contain a comprehensive listing of job duties or responsibilities. Duties may be changed at any time with or without notice.**