



507 1<sup>st</sup> Ave. N  
Escanaba, MI 49829  
(906) 786-7080 – Phone  
(906) 789-9423 – Fax

The Menominee-Delta-Schoolcraft Community Action Agency is currently accepting applications for the following position:

**Job Title:** Teaching Assistant

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

**Hours:** 30 hours/37 weeks

**Location:** Schoolcraft County

**Pay Range:** \$16.27-\$19.09 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 Teaching Assistant works cooperatively with the Teacher in the implementation of individualized curriculum plans to ensure compliance, quality child development, and encourage the growth of positive parent-child relationships.

**Qualifications:** Possession of a Child Development Associate (CDA) credential and/or enrollment in a CDA credential program, Associate's, and/or Bachelor's degree to be completed within two years of time of hire required. Associate's Degree in Early Childhood/Child Development 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/uu1ZH6HJ>

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).

*Posting will remain open until filled.*

Menominee-Delta-Schoolcraft Community Action Agency provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, height, weight, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.



**Job Title:** Teaching Assistant  
**Program:** Early Childhood  
**Location:** As assigned  
**Classification:** Non-exempt, hourly

**Revised:** 3/2026  
**Reports To:** Teacher  
**Supervises:** None

## POSITION OVERVIEW

The Teaching Assistant provides support to the teacher and the children in the classroom as needed to ensure quality services are delivered.

## EDUCATION & EXPERIENCE

- A Child Development Associate (CDA) credential or enrollment in a program that will lead to an associate or bachelor's degree or enrolled in a CDA credential program to be completed within two years of time of hire.
- Associate degree in Early Childhood/Child Development is preferred.
- Experience working with children required.
- Experience working with preschool children and/or Head Start/Early Head Start 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 cooperatively with the Teacher in the development and implementation of individualized curriculum plans to ensure compliance with Head Start Program Performance Standards, Michigan Child Care Licensing Regulations, Michigan Great Start Readiness Program standards and all program policies and procedures.
- 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.
- Ensure the delivery of quality child development/health and disabilities services that meet or exceed all regulatory requirements as directed.
- Participate in family involvement activities that increase parent understanding of child development and encourage the growth of positive parent-child relationships.
- Develop and implement ongoing professional development goals as approved and/or assigned.
- Actively support program efforts to initiate and maintain community partnerships to promote communication, cooperation, and sharing of information among local, state, or national committees/advisory groups/boards to improve services to children and families.
- Participate in recruitment efforts as assigned or needed.
- Develop and 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.

- Assist with family involvement activities as assigned, to include but not limited to providing child care, food service, activity prep and clean up.
- Perform daily general and periodic cleaning as assigned.
- Perform tasks related to food service to include but not limited to monitor inventory and notify the Center Administrator of the food service supplies needed, address food service concerns, coordinate menu posting, changes and substitutions, as assigned and directed by supervisor.
- Abide by all Community Action Agency/Early Childhood Personnel Policies.
- Identify as a mandated reporter and follow all mandatory child abuse/neglect reporting procedures set forth by the program.

#### **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.**