507 1st 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: Special Needs Assistant
Position Type: Part-time, hourly, non-exempt
Hours: 28 hours/40 weeks
Location: Schoolcraft County

Pay Range: $14.31 - $16.56 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).

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 5th St, Escanaba, MI 49829 ***OR*** emailed to hr@mdsecp.org.

This position will remain open until closed.

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:	Special Needs Assistant	**Revised:**	3/2026
Program:	Early Childhood	**Reports To:**	Teacher/Health & Disabilities Coordinator
Location:	As assigned		
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 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/RESPONSIBILITES

- 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.