



Early Childhood Program Coordinator

(Internal/External)

April 16, 2025

- POSITION(S):** **Interim Early Childhood Program Coordinator**
.5 - 1 FTE
April-August, 2025
- QUALIFICATIONS:** Bachelor's Degree (with Early Childhood Development or Early Learners major or minor credentials)
- RECOMMENDED:** Experience working with preschool age children, understanding of care licensing requirements, ability to work flexibly with team, understanding of ProCare app or similar platform.
- PAY/BENEFITS:** Per Interim agreement rate
- EXPIRATION:** Until Notified
- APPLICATION:** Internal: Letter of Interest

External: Letter of Interest, Resume', Degree Certificate, Transcripts, and Three (3) Letters of Reference from Supervisors
- Submit electronically to:**
Sara Schubert
Manistee Area Public Schools Board Office
sschubert@manistee.org

District Policy: The District does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability, or any other legally prohibited basis in admission or access to District programs and activities. The information contained in this job description is for compliance with the American with Disabilities (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.