



**Our Lady of Lake Huron Catholic School of Harbor Beach
Job Description**

TITLE: Early Childhood (Lead) Caregiver
SUPERVISOR: Daycare Administrator
STATUS: Part- and/or Full-time, Hourly, Exempt

DATE: August 1, 2026

GENERAL DESCRIPTION

The Caregiver/Minister understands that this is a ministerial position at a religious institution and that there is within the Catholic Church a body of officially taught and commonly accepted beliefs, the communication of which is a fundamental purpose and mission of a Catholic School and that its students and staff have a right to expect such communication implicitly and explicitly from its teachers regardless of the subject areas, grades, or courses being taught.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Serve as the primary caregiver for a group of infants, toddlers, and school-aged children, building strong, loving, and trusting relationships.
- Plan and implement age-appropriate activities to support physical, cognitive, emotional, social, and spiritual development.
- Create a safe, clean, and welcoming classroom environment.
- Partner with parents to provide regular updates and support their child's growth and development.
- Maintain accurate records for attendance, developmental milestones, and daily care routines.
- Follow state licensing regulations, health and safety guidelines, and school policies.
- Actively participate in professional development and school community events.
- Maintain strong communication and relationships with families and the community
- Collaborate with colleagues to support a cohesive and caring school community
- Communicate in a timely manner with all stakeholders (students, parents, colleagues, principal, and others, when appropriate).
- Support and reinforce the teaching of the Catholic Church.
- Serve as the primary caregiver for a group of infants, toddlers, and school-aged children building strong, loving, and trusting relationships.
- Other duties as assigned by supervisor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- This position reports to the Daycare Administrator.
- Must develop collaborative and constructive relationships with fellow caregivers, teachers, principal, and pastor.

QUALIFICATIONS & SKILLS

Education:

- At least 19 years of age and high school diploma or GED
- Child Development Associate (CDA) credential or willing to obtain

Experience:

- Experience teaching and/or working with children is preferred but required only for a lead position.

- For the lead position, education and experience as listed in the Technical Assistance and Consultation Manual Family and Group Child Care Homes

Job Related Skills: Demonstrate the ability to work independently without direct supervision and within a team setting. Demonstrate flexibility when working with staff, students, and parents. Maintain a professional demeanor when dealing with difficult situations.

Interpersonal Skills: The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

Hours of Work: Typical work schedule is anywhere from 6:45am-5:30pm. Some night and weekend work may be required. These hours may change depending on staffing needs.

Nature of Work: School/Classroom setting/Home.

- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs.
- Must be in classroom/assigned location at least fifteen (15) minutes prior to the start of the day and fifteen (15) minutes after the day concludes.
- Must be able to speak and/or stand for an extended period.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Successful completion of the Diocese of Saginaw Safe Environment training for newly hired employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required.
- Successful completion of MiRegistry approved trainings. Additional skills testing and validation may be required.
- Must be fingerprinted with positive results.
- Must have positive references or recommendations.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.
- Adhere to the Code of Conduct.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.