



MCDONELL AREA CATHOLIC SCHOOLS
Est. 1882

1316 BEL AIR BLVD., CHIPPEWA FALLS, WI 54729 • TEL 715.723.0538 • FAX 715.723.1501 • WWW.MACSK12.WI.US

Position: Early Childhood Lead

Location: St. Charles Early Childhood Center

Description: The Early Childhood Lead is responsible for the supervision and care of children in collaboration with the Early Childhood Assistants. They are also responsible for facilitating lesson planning, assessment, and working in conjunction with classroom assistants to maintain a safe and developmentally appropriate program in accordance with the policies, mission, and vision of McDonnell Area Catholic Schools.

Qualifications:

- Must hold a minimum of an Associate's Degree.
- Supports the shared educational mission of the McDonnell Area Catholic Schools (MACS).
- Early Childhood experience preferred
- Certifications required within 6 months of hire: Adult, Child and Infant CPR/AED, First Aid; within the first 30 days of hire: Blood Borne Pathogens, Child Abuse, and Diocese of Lacrosse Safe Environments.

Responsibilities:

- Develops, weekly plans, and implements age appropriate curriculum (lesson plan) to nurture and stimulate all domains of children's development in their care.
- Provides a developmentally appropriate classroom environment that reflects the children's learning and growth.
- Maintain ongoing, open communication with parents/ caregivers.
- Provide a classroom environment that encourages parent participation.
- Completes daily health checks regarding hygiene, safety, and overall well-being of the children.
- Assist with functioning and monitoring of nutrition and food service.
- Provides functional training and guidance to staff, interns, substitutes and volunteers assigned to the classroom.
- Participate in ongoing development and evaluation of center's goals and objectives.
- All other tasks and duties as assigned

**Interested candidates must submit an application that addresses their qualifications, which can be found on our [Employment Opportunity Page](#). You may also submit your credentials to hr@macs.k12.wi.us