



## Belfry Public Schools

School District No. 3  
Box 210 • 200 Wisconsin Street  
Belfry, Montana 59008  
[www.belfrybats.org](http://www.belfrybats.org)



**Jason Olson, Superintendent**  
**Beth Pulse, District Clerk**  
**Cheryl Brown, Secretary**

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### **\*\*Job Title\*\***

Caregiver at Belfry Schools On-Site Daycare

### **\*\*Overview\*\***

We are seeking a compassionate and experienced Caregiver to join our team at an on-site daycare facility catering specifically to the children of our teachers and staff members. As a Caregiver, you will play a crucial role in providing a safe, nurturing, and educational environment for the children while their parents work. This position requires a deep understanding of child development, excellent communication skills, and a passion for early childhood education.

### **\*\*Responsibilities\*\***

1. Supervise and engage children in age-appropriate activities, ensuring their safety and well-being at all times.
2. Collaborate with staff to plan and implement educational and recreational programs that promote physical, social, and cognitive development.
3. Create a welcoming and inclusive atmosphere where children feel comfortable and encouraged to explore, learn, and interact with others.
4. Maintain cleanliness and organization within the daycare facility, including sanitizing toys and equipment regularly.
5. Communicate effectively with parents regarding their child's progress, behavior, and any concerns that may arise.
6. Follow all daycare policies and procedures, including emergency protocols, to ensure the health and safety of all children and staff members.
7. Provide basic caregiving tasks such as feeding, diapering, and comforting children as needed.
8. Foster positive relationships with children, parents, and colleagues to create a supportive and collaborative environment.

## **\*\*Requirements\*\***

1. Excellent interpersonal and communication skills, with the ability to interact professionally and compassionately with children, parents, and colleagues.
2. Ability to multitask and remain calm under pressure in a fast-paced environment.
3. Certification in CPR and First Aid (or willingness to obtain upon hiring).
4. Ability to pass a drug test and background check and maintain confidentiality regarding sensitive information.
5. 18+ years of age
6. Dependable, reliable, and flexible!

If you are passionate about providing quality care and education to young children and thrive in a collaborative team environment, we encourage you to apply for the Caregiver position at our on-site daycare for teacher's children.

## **Work Schedule:**

- Daycare operates on teacher in-service days
- ~ 170 days per year
- 7:15am to 11:30am or 11:30am to 4:00pm, Monday through Thursday
- 7:15am to 10:45am or 10:45am to 2:15pm on Fridays

## **To Apply:**

- Applications may be completed on line at the District's website: [belfrybats.org](http://belfrybats.org).
- -or-
- Applications and more information can be picked up at the Belfry Elementary School office Monday through Thursday between the hours of 8 AM and 4 PM.
- Position is "Open Until Filled"
- Interviews will be conducted by the Superintendent and Trustees