

Date: June 25, 2018

Position: Assistant Preschool Teacher in a 3 year old Classroom

Salary: Based on experience and qualifications

Supervisor: Early Childhood Director

Application Deadline: August 7, 2018

Application Process: Send resume and WMFC Employee Application to:

Email: onstottt@wmfc.org

Mail/Drop Off:

West Midland Family Center

(Attn: Trixie Onstott)

4011 West Isabella Road

Shepherd, MI 48883

Job Summary

The Assistant teacher will help the Lead Teacher carry out an effective child development program based on a research-based, high-quality curriculum that meets the needs of children at their level while creating a strong home-school partnership.

Requirements

1. Must meet licensing rules of a caregiver. A CDA or Associates in Early Childhood would be preferred, but not required.
2. Must be certified or able to certify in First Aid, CPR and on-site First Responder training.
3. Knowledge of High Scope would be beneficial.
4. Knowledge of DHS Licensing, Program Quality Assessment (PQA), and Conscious Discipline would be beneficial.
5. Criminal Background and Central Registry check required for employment.

Responsibilities:

- 1) Help carry out an effective child development program that includes physical, social, emotional and cognitive needs of each child.
- 2) Help create an environment with well-established routines and smooth transitions.
- 3) Guarantee a safe environment by providing constant supervision, appropriate arrangement of space and accurate maintenance of equipment.
- 4) Help develop a calm, pleasant environment in the classroom in which children and families feel comfortable and secure.
- 5) Help promote positive guidance using Conscious Discipline to help the children develop self-control.
- 6) Help provide plenty of experiences through play that promote self-expression, growth of imagination and creativity.
- 7) Help provide activities that develop positive approaches to learning, including persistence, problem solving and curiosity.
- 8) Develop a strong home to school relationship with families.
- 9) Maintain written records and stay up-to-date on taking notes on the children for assessment purposes.
- 10) Work as part of a team to maintain a high standard of quality in the classroom and program.
- 11) Other duties as assigned.

Before an offer of employment you will need to complete and have a DHS Clearance Form, ichtat and negative TB results on file. You will also need to complete a comprehensive fingerprinting check.

