Date: November 12, 2018

Position: Associate Preschool Teacher at our Floyd Community Preschool in Midland, MI

Salary: Based on experience and qualifications
Hours: Full time based on staffing needs
Supervisor: Early Childhood Director
Application Deadline: December 14, 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 Associate 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 have a current CDA or an Early Childhood Associate Degree.
2. Must be certified or able to certify in First Aid, CPR and on-site Emergency Responder training.
3. Knowledge of HighScope would be beneficial.
4. Knowledge of DHS Licensing, Program Quality Assessment (PQA), and Conscious Discipline would be beneficial.
5. Child Care Background Check (fingerprinting) required for employment.
6. Provide a Negative TB test before employment begins.

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 entering information on COR Advantage our assessment tool.
10) Work as part of a team to maintain a high standard of quality in the classroom and program.
11) Follow the Preschool Calendar.
12) Notify the necessary staff when you are going to be gone and secure a relief staff.
13) Attend monthly staff meetings.
14) Read and answer emails in a timely manner.
15) Other duties as assigned.