

**Date:** July 2022

**Position:** All Preschool Positions-**Lead Teacher, Associate and Assistant Preschool Teachers** All preschool sites as needed (Shepherd, St. Louis, Floyd, Bullock Creek and WMFC locations)

**Salary:** Based on experience and qualifications

**Hours:** Full time based on staffing needs

**Supervisor:** Early Childhood and Licensing Director

**Application Deadline:** Until filled

**Application Process:** Send resume and WMFC Employee Application to:

Email: allenmangk@wmfc.org

Mail/Drop Off:

West Midland Family Center

(Attn: Kerianne Allemang)

4011 West Isabella Road

Shepherd, MI 48883

### **Job Summary**

The **Lead Teacher** will plan and 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. The Lead Teacher will be responsible for supervising and evaluating members of their classroom team. The **Associate/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. **Lead Teachers** must have **MUST** have a valid Michigan Teaching Certificate with an early childhood endorsement (ZA/ZS) or A bachelor's degree in child development or early childhood education with specialization in preschool teaching. The transcript will document a major, rather than a minor, in child development or early childhood education. **Associate Teachers** must have a current CDA or an Early Childhood Associate Degree. **Assistant Teachers** must pass all licensing requirements.
2. Must be certified or able to certify in First Aid, CPR and on-site Emergency 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. Child Care Background Check (fingerprinting) required for employment.
6. Provide a Negative TB test before employment begins.

**1. 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.