

Date: April 23, 2018

Position: Assistant Preschool Teacher for One on One Support for 4 year old

Salary: Based on experience and qualifications

Supervisor: Early Childhood Director

Application Deadline: July 5, 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. While supporting the Lead Teacher the Support Teacher will work one on one with a 4 year old that needs guidance.

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 The Creative Curriculum and My Teaching Strategies would be beneficial.
4. Knowledge of DHS Licensing, Program Quality Assessment (PQA), and Conscious Discipline would be beneficial.
5. Criminal Background, Central Registry clearance and Fingerprinting are required for employment.

Responsibilities:

- 1) Help carry out an effective child development program that includes physical, social, emotional and cognitive needs of this child and the others in which child interacts.
- 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 child 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 family.
- 9) Maintain written records and stay up-to-date on entering information on My Teaching Strategies.
- 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 being offered employment you will need to complete and have a DHS Clearance Form, iChat and negative TB results, the final step is the comprehensive fingerprint screening.

