



ESSEXVILLE-HAMPTON PUBLIC SCHOOLS

303 Pine Street, Essexville, MI (989) 894-9700

JOB POSTING

POSTING DATE: September 1, 2023

GREAT START READINESS PILOT PROGRAM: Associate Teacher

SUMMARY:

This position serves as the associate teacher in a classroom of GSRP children by providing instructional support in assisting with planning, developing and implementing lesson plans, goals and objectives

RESPONSIBILITIES:

- Assist in the ongoing program evaluation using the Classroom Assessment Scoring System(CLASS).
- Aid in creating meaningful program quality improvement goals and objectives using the CLASS and other program data.
- Support in the planning, implementation, and evaluation of the classroom program and child screening(s) & assessment(s).
- Provide instruction and overall care for a specific group of children.
- Collaborate with the teaching staff to create meaningful child development goals.
- Help in the daily operation of the program including certain clerical and record keeping duties.
- Assist in the development and implementation of interesting, stimulating, and challenging indoor and outdoor daily activities.
- Establish positive relationships with parents, staff and the community.
- Attend (with lead teacher) (2) home visits and (2) parent/teacher conferences annually for every child and family.
- Participate in professional development.
- Follow and implement the policies and procedures of the GSRP grant.

- Follow and implement the policies and procedures of the Department of Health & Human Services Licensing Guidelines.
- Work with building staff to ensure policies and procedures are followed.
- Assure that children's records remain confidential.
- Ensure and carry out daily/weekly activities for the classroom licensing requirements.
- Interact with the children and families in a way which conveys respect and nurturing.
- Support the social and emotional development of children.
- It will be the associate teacher's responsibility to play with children; this will often mean getting down on the floor to interact with them.
- Demonstrate behavior that is professional, ethical, and responsible.
- Be present in buildings with regular and continued attendance and punctuality.
- Follow all Board Policies, Staff Handbook and Administrative Guidelines.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum: Associate's degree in Early Childhood, Preschool Education, or Child Development OR a Valid Child Development Associate Credential (CDA).

- Experience working with preschool children.
- Experience working with persons from diverse cultural and economic backgrounds.
- Displays strong problem solving skills as well as time management skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Michigan Driver's License.
- Must be willing and able to obtain First Aid and CPR Certification and maintain annual certification.
- Annually attend: Blood Borne Pathogen Class and Nonviolent Crisis Intervention Course.
- Have acceptable tuberculosis results.
- A clear criminal record check as outlined by District, Program, and Licensing guidelines.

- Have an initial physical health examination.
- Complete the required annual amount of hours of training provided in and outside of the program.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES:

Ability to establish and maintain effective working relationships with peers, parents and community; ability to speak clear and concisely in written or oral communication.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. The employee will occasionally be required to run, stoop, or kneel. The employee must occasionally lift and/or move and push up to 50 pounds such as children on a bike or moving/rearranging furniture. While performing the duties of the job the employee must be able to visit children's homes. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate, but may become noisy during home visits or playgroup meetings.

Policy Against Discrimination and Retaliation (Title II, Title VI, Title VII, Title IX, Section 504): The District Board of Education complies with all federal, state and local statutes and laws prohibiting discrimination and retaliation and expressly prohibits unlawful discrimination or unlawful retaliation in any form. Specifically, Essexville-Hampton Public Schools provides equal employment opportunity and treatment regardless of race, religion, color, gender, age, national origin, disability, height, weight, or any other orientation status protected by federal, state or local law.

Grievance Procedure: If any person believes the Bay-Arenac ISD or any part of the school organization is in some way discriminating on the basis of race, religion, color, sex, age, national origin, handicap or disability, height, weight, marital status or any other status protected by federal, state or local law, in providing instructional opportunities, job placement assistance, employment practices, policies governing student conduct and attendance, or in any other services provided by EHPS, he/she may bring forward a complaint which shall be referred to as a grievance, to the EHPS Civil Rights Coordinator at the following address: Director of Human Resources, Civil Rights Coordinator, EHPS, 303 Pine St, Essexville, MI 48732, 989-894-9700.

REPORTS TO: Superintendent or designee

SALARY: \$18,900 - \$20,250 depending on experience, includes benefits

DEADLINE: 12:00pm September 15, 2023

Please send copy of resume and letter of interest via mail or email to:

Miranda Antcliff, Director of Employee Services, antcliffm@e-hps.net
303 Pine Street, Essexville, MI 48732