

POSITION VACANCY ANNOUNCEMENT

Education and Training Connection

Position: Assistant Lead Teacher, Before and After School Program
Date: February 2020
Status: Non-Exempt/Hourly
Schedule: TBD, Part-time less than 20 hours per week

Education and Training Connection, located in Midland County, is currently in search of an Assistant Lead Teacher for the Bullock Creek Before and After Program. This is an immediate opening.

Summary: Assistant Lead Teacher will assist the Lead Teacher/Director in organizing and leading activities of children grades K-5 in classroom/gymnasium setting and during outside activities before and after school at Bullock Creek Elementary School.

Education: Must have a minimum of an Associate Degree (A.A.) in Early Childhood Development; Child Development Associate or Montessori credential with 480 hours of experience; High school Diploma/GED with a minimum of 12 semester hours/CEU's and 960 hours of experience; or equivalent combination of education and experience as required by the Department of Human Services. Must be 18 years of age or older. CPR/First Aid Certified Preferred. Prefer Bachelor Degree in Early Childhood Development.

Qualifications, Essential Duties and Responsibilities: include the following:

- Organizes and participates in games, reads to children, and teaches children creative arts skills such as simple painting, drawing, songs, and similar activities.
- Communicates with and responds to individual children during the activities and routine.
- Encourages and model social behavior and expectations that are developmentally appropriate.
- Establishes a well-designed environment with clearly defined, well organized activity areas.
- Organizes materials on low, open shelves for children to use independently.
- Takes children outside for large motor play.
- Helps children develop habits of caring for own clothing and picking up and putting away toys, books & supplies.
- Maintains discipline using positive methods.
- Prepares, serves, and cleans up after snacks and refreshments to children.
- Assists with cleanup of classroom by using the daily check list that is in the classroom (including: sanitizing toys, tables, chairs etc.)
- Is available and responds to children's needs, questions and requests.
- Confers with Director regarding child's behavioral or learning problems, and recommends methods of modifying inappropriate behavior and encouraging learning experiences.
- Communicates and provides a level of customer service to parents of enrolled children.
- Reviews and evaluates facility activities to ensure conformance to state and local regulations.
- Arranges medical attention for ill or injured child(ren) in accordance with parental instructions.
- Communicate and interact directly with each child at the child's level.
- Attends staff meetings and conferences or workshops in child development field.
- Other duties as assigned

Application Deadline: Until Filled

Each applicant should send a Letter of Interest, Email or Application to the Human Resource Department:

Christine Murphy
Human Resources Director
Education and Training Connection
884 E. Isabella Road
Midland, Michigan 48640

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