



GSRP Associate Teacher

Job Description

GENERAL SUMMARY:

As part of the education team, under the general direction of the Program Director, with support from the Lead Teachers, the Associate Teacher helps plan and participates in classroom, playground, and field trip activities. These activities are designed to foster or enhance all areas of the child's development.

ESSENTIAL FUNCTIONS:

- Knowledge and experience with the basic principles of Early Childhood Development;
- Proof of a physical examination completed within the last six months, which includes a tuberculosis test, and comply with other background checks as required by the Agency, MDE and GSRP;
- Emotional maturity, willingness to cooperate with the aims of the program; respect for children and adults; flexibility, patience, good personal hygiene, and physical and mental health which does not interfere with responsibilities.
- Participate in Agency and Wayne RESA pre-service training;
- Implement High scope curriculum in the classroom;
- Perform the functions of this position with a strong understanding of GSRP rules and regulations and Chapel Hill Early Childhood Education Center's Policies and Procedures.
- With the teacher, guide and facilitate activities of the children, including, daily activities, field trips, selecting and arranging equipment and materials in the classroom;
- Cooperate with other staff and classroom groups to maintain the smooth functioning of the center, which at times may require changes to meet the needs of the children;
- Write weekly observations per assessment procedure;
- Use home visits and parent conferences to discuss the child's individual development and progress, assist the parents in developing observational skills, and solicit parent observations;
- Eat with and assist children in development of social and self-help skills, and sound nutritional practices;
- Guide children's acquisition of social skills;
- Attend staff training and meetings, and parent meetings as requested;
- Assist in providing and maintaining a safe and healthy developmentally appropriate environment;
- Assist in conducting the daily health and environment check list;
- Assist in implementing children's I.E.P. (Individual Education Plan)
- Seeking clarification for any aspects that are not well understood.
- Assist in recruiting and orienting volunteers, providing them with guidance as needed;
- Complete accurate time reporting in PayCom. Responsibility of time being accurate is the employee's which is indicated by clicking employee approved;
- Assist, as requested, in transition activities;
- Distribute newsletters, flyers, and other information to families as instructed by the supervisor;
- Actively participate in the development and implementation of the Assistant Teacher Professional Development Plan;
- Assist the teacher in the completion of required reports;
- Perform other duties, as may be required.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

EDUCATION AND CREDENTIAL QUALIFICATIONS:

- The minimum of a Pre-School Child Development Associate (CDA) Credential or State equivalent credential.



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- Qualifications required for an assistant teacher by MDE and GSRP.
- Knowledge and experience with the basic principles of child development.
- Ability to complete a physical examination within the past 6 months; ability to pass a tuberculosis (TB) test within the past 12 months; completion of a State of Michigan Child Care Background Check via IdentityGo.
- Emotional maturity, willingness to cooperate with the aims of the program, respect for children and adults, flexibility, and patience.

ADDITIONAL REQUIREMENTS:

- Successful experience working in a team setting.
- Ability to present a positive image of the organization to members of the community;
- Ability to communicate in writing and verbally an appropriate and professional manner with staff, parents and children;
- Visual and auditory acuity within professionally determined normal ranges, with correction if need;
- Manual dexterity sufficient to operate a computer and office equipment, including, but not limited to, the telephone, fax machine, and copier; and
- Experience successfully working with a culturally diverse staff and clients.

Job Type: Full-time