

**Little Trojans Preschool
Preschool Assistant Teacher
Central Lake Public Schools**



QUALIFICATIONS:

1. An associate's degree (AA) in early childhood education or child development or the equivalent; or
2. A valid Center-Based Preschool CDA credential

POSITION SUMMARY:

The assistant teacher is responsible for working as a team member in providing a quality educational program for preschool children by supporting the classroom teacher in planning, assessing, and instructing students. The position includes assisting the classroom teacher in maintaining required records to ensure grant compliance and meet licensing guidelines.

PERFORMANCE RESPONSIBILITIES:

1. Work as a team member in providing a quality educational preschool program
2. Assist in planning, implementing, and monitoring curriculum and assessment
3. Assist in establishing parent involvement activities
4. Assist in home visits
5. Assist in all daily operations of the program
6. Work with individual and small groups of students
7. Support children's emotional and social development, encouraging understanding of others and positive self-concepts
8. Assist children with personal health care needs
9. Work collaboratively and communicate with the classroom teacher to implement lesson plans, activities, and classroom tasks
10. Assist teacher with monitoring behavior and supporting the educational process in the classroom
11. Observe students' performance and record relevant data to assess progress
12. Collect and document data regarding the student(s)
13. Maintain accurate and complete student records
14. Supervise students in classrooms, halls, cafeterias, and/or playground
15. Participate in trainings and on-going professional development
16. Able to work flexible hours as needed for family involvement activities, including home visits, recruitment events, open house
17. Perform other duties as assigned

REPORTS TO: Elementary Principal

WORKING CALENDAR: CLPS School Year Calendar

PAY: Competitive

APPLICATION: Submit applications, letter of interest, and resume by Monday, July 19, 2020 at 4:00pm to:

Mrs. Lenore Weaver, Superintendent
Central Lake Public Schools
8190 W. State St.
PO Box 128
Central Lake, MI 49622
or, via email to : weaver@clps.k12.mi.us

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