

Little Trojans Preschool Preschool Classroom Aide



QUALIFICATIONS:

1. A valid Center-Based Preschool CDA credential is preferred; or
2. High School Diploma

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. Supervise students in classrooms, halls, cafeterias, and/or playground
13. Participate in trainings and on-going professional development
14. Able to work flexible hours as needed for family involvement activities, including home visits, recruitment events, open house
15. Assist in preparing food and serving meals to children. Maintain clean environment for food service area and wash dishes and pans.
16. Assist with laundry, custodial and clerical duties.
17. Perform other duties as assigned

REPORTS TO: Elementary Principal

WORKING CALENDAR: CLPS School Year Calendar

WAGE: 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

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with Central Lake Schools are notified that the Central Lake Public School District does not discriminate on the basis of race, color, national origin, creed, age, religion, sex (including sexual orientation and transgender identity), height, weight, marital or family status, military status, genetic information, or disability in admission or access to, or treatment of employment in any of its programs, activities, or policies.