

## VACANCY 2024-2025 June 3, 2024

- POSITION:** Associate Teacher – Great Start Readiness Program (GSRP)  
(Hours 7:00 a.m. – 12:00 noon, Monday-Friday)
- DEADLINE:** June 14, 2024 (or until filled)
- APPLY TO:** Superintendent's Office, Armada Area Schools, 74500 Burk Street, Armada, MI 48005; Fax 586-784-4268; or email to [ttomayko@armadaschools.org](mailto:ttomayko@armadaschools.org).  
*Please submit your letter of application, resume, transcripts, credentials, and letters of recommendation.*
- REPORTS TO:** Early Childhood Program Supervisor
- SALARY** \$14.00/hr.
- JOB GOAL:** The GSRP Associate Teacher is responsible for assisting in the planning, supervision, and implementation of a developmentally appropriate early childhood program in order to meet the social, emotional, intellectual, and physical needs of the children in the Great Start Readiness Program (GSRP).

**QUALIFICATIONS:**

- Associate's degree (AAS) in Early Childhood Education or Child Development, or a valid Classroom Preschool CDA credential.
- Minimum of two (2) years' work experience in an early childhood setting, GSRP preferred.
- Maintains current CPR and first aid certification.
- Evidence of strong teamwork, interpersonal communication, and problem-solving skills
- Ability to utilize district technology, and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district.
- Ability to fulfill responsibilities in accordance with program goals.
- Maintains a positive working relationship with parents/guardians and staff.
- Discretion with confidential information.
- Ability to exercise good judgment and make decisions in accordance with board policies and administrative guidelines.

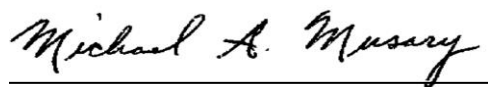
**PERFORMANCE RESPONSIBILITIES:**

- Implement and utilize a preschool curriculum on a daily basis.
- Assist GSRP Preschool Teachers with adapting and using learning materials and equipment to meet the needs of individuals with different ability levels, learning styles or language backgrounds.

**PERFORMANCE RESPONSIBILITIES** *(continued)*:

- Assist in presentation of learning materials and instructional exercises in compliance with curriculum for the purpose of supporting and reinforcing classroom goals and objectives.
- Support the GSRP Preschool Teacher in the instructional process. Assist the GSRP Lead Teacher in evaluating progress of classroom objectives.
- Assist GSRP Lead Teacher(s) in using a team-teaching classroom approach.
- Participate in home visits.
- Report observations and incidents relating to specific students and communicate information to GSRP Lead Teacher.
- Follow directions of supervising GSRP Preschool Teacher. Assist students individually or in small groups through practice and study activities following presentation of instructional concepts by instructional personnel.
- Assist in the supervision of students during daily instructional activities.
- Assist in managing student discipline through use of positive reinforcement strategies.
- Use and apply technology when working with students.
- Participate in in-service and training as required by licensing, the MISD, etc.
- Assist children in the development of speaking, writing, reading and listening skills.
- Under the direction of the GSRP Lead Teacher, prepare materials and assist in the delivery of the educational program.
- Respect the confidentiality of the GSRP Preschool Teacher, students and parents.
- Maintain a working knowledge of school routines, emergency procedures and school discipline policy.
- Performs other related duties as assigned.

**EVALUATION:** Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.



Michael G. Musary, Ed.S.  
Superintendent of Schools

***The Armada Advantage: Achievement, Community, Innovation***