

VACANCY 2024-2025

January 28, 2025

- POSITION:** Associate Teacher – Great Start Readiness Program (GSRP)
(Hours 7:30 a.m. – 3:30 p.m., Monday-Friday)
- DEADLINE:** February 7, 2025 (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.
Please submit your letter of application, resume, transcripts, credentials, and letters of recommendation.
- REPORTS TO:** Early Childhood Program Supervisor
- SALARY** Starting hourly rate based on experience
- 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.

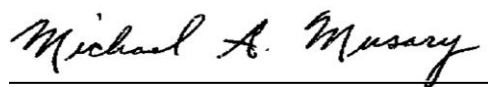
PERFORMANCE RESPONSIBILITIES:

- 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