

Full-Day Pre-K Lead Assistant

Job Summary: The position involves working directly with preschool-age children in a NAEYC Accredited program. The Lead Assistant is responsible for assisting the Head Teacher with planning and instruction, supervision of children and assisting with behavior guidance when needed, developing positive relationships with families and colleagues and making learning visible to families. Ongoing professional development is provided and required.

Location: Thornton Creek Elementary

Hours: Monday through Friday
10:00 a.m. – 6:00 p.m.

Hourly Rate: Lead Assistant Salary Schedule
2018-2019 starting at Step 1: \$12.87/hour

Benefits: Single person medical benefits
Dental benefits after one year
Paid sick time
Paid holidays and vacation time

Start Date: 2018-2019 School Year
Upon hire and clearance

Educational Requirements:

1. Child Development Associate Degree (CDA) or equivalent preferred. There is some flexibility for candidates in a program working towards this requirement.
2. Experience working with preschool children in a professional setting preferred

Qualifications:

- ~ Knowledge of State of Michigan Licensing Rules for Child Care Centers
- ~ Knowledge of NAEYC Accreditation preferred
- ~ Must obtain CPR/First Aid Certification
- ~ Must have basic computer skills
- ~ Must obtain a minimum of 24 professional development hours annually
- ~ Must be at least 19 years of age

Duties and Responsibilities:

- Ability to supervise children and assist with overall operation of a preschool classroom
- Work cooperatively with teaching staff in planning and performing classroom activities
- Ability to support children in developing self-help skills
- Implement positive redirection and behavior guidance

- Assist the teacher to ensure that the classroom is maintained in accordance with health and sanitation regulations
- Ability to follow directions
- Attend meetings and professional development opportunities as assigned
- Greet families daily and assist as needed
- Perform other duties as assigned by Head Teacher

Contact: Joanne Sawicki at sawickjo@northvilleschools.org

Deadline: Until filled