



WILLIAMSTON
COMMUNITY SCHOOLS

NOTICE OF VACANCY

- POSTING DATE:** July 22, 2021
- POSITION:** Little Hornets Preschool Assistant Teacher, full-day class
- HOURS:** M-F approximate 30-40 hours per week
- REPORTS TO:** Early Childhood Education Director
- REQUIREMENTS:**
- Must be at least 18 years of age and pass all background clearance checks
 - High school diploma or equivalent
 - Ability to build and maintain effective working relationships with students and staff
 - Ability to learn and implement new strategies or procedures to assist students ages 3-5
 - Strong communication skills
 - Physical abilities to frequently stand, walk, bend, kneel, sit on the floor, and/or lift
 - Excellent attendance on assigned work days
 - Ability to respect and maintain confidentiality
 - Maintain 24 hours of yearly continuing education as outlined by Childcare Licensing
 - Uphold State of Michigan Childcare Licensing laws and regulations
- RESPONSIBILITIES:**
- Assist students academically and behaviorally in all school settings
 - Preparation and creation of instructional materials under the direction of the classroom teacher
 - Implementation of classroom curriculum as outlined by the classroom teacher
 - Work as a team member supporting program, building and district practices and policies
 - Assist children in following the classroom routine
 - Prompt children to initiate and stay on task during classroom activities
 - Accompany children on field trips
 - Facilitate social interaction and communication with peers and staff
 - Ability to adjust quickly to meet student needs
- SALARY:** \$11-12.60/hr. based upon education/experience
Per PCMI Contract
- EDUCATION:** High School Graduate,
Valid CDA or Associates in Early Childhood Education/Development preferred
- STARTING DATE:** August 2021
- SEND LETTER OF INTEREST AND RESUME TO** Williamston Community Schools
Personnel Attn: Little Hornet Preschool Assistant Teacher, full time
418 Highland Street
Williamston, MI 48895
- OR ONLINE @:** tinyurl.com/WCSapps
- DEADLINE:** Until filled