



**WILLIAMSTON**  
COMMUNITY SCHOOLS

## NOTICE OF VACANCY

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<b>POSTING DATE:</b>	May 15, 2024
<b>POSITION:</b>	Great Start Readiness Assistant Teacher, Little Hornets Preschool
<b>HOURS:</b>	M-F ~ 40 hours per week
<b>REPORTS TO:</b>	Early Childhood Education Director
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"><li>• Child Development Credential (CDA) or willing to pursue credential preferred</li><li>• Must be at least 18 years of age and pass all background clearance checks</li><li>• High school diploma or equivalent</li><li>• Ability to build and maintain effective working relationships with students and staff</li><li>• Ability to learn and implement new strategies or procedures to assist students ages 3-5</li><li>• Strong communication skills</li><li>• Physical abilities to frequently stand, walk, bend, kneel, sit on the floor, and/or lift</li><li>• Excellent attendance on assigned work days</li><li>• Ability to respect and maintain confidentiality</li></ul>
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Assist students academically and behaviorally in all school settings</li><li>• Preparation and creation of instructional materials under the direction of the classroom teacher</li><li>• Implementation of classroom curriculum as outlined by the classroom teacher</li><li>• Work as a team member supporting program, building and district practices and policies</li><li>• Assist children in following the classroom routine</li><li>• Prompt children to initiate and stay on task during classroom activities</li><li>• Facilitate social interaction and communication with peers and staff</li><li>• Ability to adjust quickly to meet student needs</li><li>• Comply with state rules and regulations for a Great Start Readiness Program</li><li>• Uphold State of Michigan Child Care Licensing Laws and regulation</li><li>• Maintain yearly continuing education as outlined by Childcare Licensing</li></ul>
<b>SALARY:</b>	\$12-14/hour based upon education/experience Per PCMI Contract
<b>EDUCATION:</b>	High School Graduate, Valid CDA or Associates in Early Childhood Education/Development preferred
<b>STARTING DATE:</b>	August 2024
<b>SEND LETTER OF INTEREST AND RESUME TO:</b>	Williamston Community Schools Personnel Attn: Little Hornet Preschool Assistant Teacher, Full Time 418 Highland Street Williamston, MI 48895
<b>OR ONLINE @:</b>	<a href="https://jobs.redroverk12.com/org/1121">https://jobs.redroverk12.com/org/1121</a>
<b>DEADLINE:</b>	Until filled

**Williamston Community Schools is an Equal Opportunity Employer**