



WILLIAMSTON
COMMUNITY SCHOOLS

NOTICE OF VACANCY

- POSTING DATE:** May 28, 2019
- POSITION:** (Tuition Based) Full-Time Little Hornet Preschool Lead Teacher
- REPORTS TO:** Douglas Bishop – Early Childhood Education Program Director
- QUALIFICATIONS:**
- **Must have** a Bachelor’s Degree in Early Childhood Education/Child Development or Elementary Education *Certified/Early Childhood Endorsement*
 - Master’s degree preferred – Early Ed. or Elementary Ed.
 - Previous experience administering Creative Curriculum
 - Previous experience working in full day preschool programs
 - Strong organizational, Interpersonal and public relation skills
 - Form and maintain healthy working relationships with peers and administration
 - Maintain 24 hours of yearly continuing education as outlined by Childcare Licensing
 - Successfully pass a background check
- RESPONSIBILITIES:**
- Plan, administer and oversee all aspects of an appropriate preschool curriculum and activities for a full-day program with the assistant teachers.
 - Provide a supportive and nurturing environment that focuses on the safety and health of children and encourages their physical, intellectual, social, and emotional development
 - Communicate various aspects of the program with parents/guardians through email, newsletters and other media.
 - Comply with State rules and regulations for a Great Start Program
 - Comply with State of Michigan requirements for a licensed center
 - Other duties as assigned by administration
- DAYS/HOURS**
- Specific schedule to be determined by Director
- SALARY & BENEFITS:**
- Salary based on qualifications and experience
 - Williamston Community Schools employee
 - Personal time and sick time
- STARTING DATE:** 19-20 School Year
- SEND LETTER OF INTEREST AND RESUME TO:** Williamston Community Schools
ATTN: Little Hornet Preschool Lead Teacher
418 Highland St.
Williamston, MI 48895
- OR ONLINE @:** www.tinyurl.com/WCSapps
- DEADLINE:** Until Filled