



Gull Lake Community Schools  
Richland, Michigan

## **JOB POSTING**

### **Support Staff – Preschool Teacher Assistant**

### **W. K. Kellogg Early Learning Center**

March 13, 2019

#### **Job Summary:**

Under the direction of the administrator, the preschool teacher assistant is responsible to maintain a safe and nurturing environment while supervising children.

#### **Qualifications:**

##### **Required:**

- A. Posses an associate's (or higher) degree or completed two years of study at an institution of higher education or completed Work Keys test. This is within the guidelines for the requirements for the No Child Left Behind Act.
- B. Ability to supervise children and assist with operation of preschool program
- C. Must be at least 18 years old
- D. Must have earned a high school diploma or equivalent
- E. Must possess excellent written and verbal communication skills and proven organizational skills
- F. Demonstrated success as a collaborator and proven team player
- G. Demonstrated successful communication skills with students, staff, parent and community

##### **Desired Characteristics:**

- A. Minimum of three years experience working with children in an educational environment preferred
- B. Ability to supervise children and assist with operation of a child care program
- C. Ability to follow directions and be flexible
- D. Knowledge of Michigan State licensing rules

##### **Duties:**

- A. Assist Preschool Teacher
- B. Supervise children and assist with operation
- C. Help with lesson implementation and project preparation
- D. Interact with children with indoor and outdoor activities
- E. Follow Michigan State Licensing Rules
- F. Communicate with parents
- G. General cleaning and other duties as required

#### **STATEMENT OF NON-DISCRIMINATION**

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

#### **CRIMINAL RECORDS CHECK**

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Application Deadline: Until filled**

**Start Dates & Hours: ASAP, Monday – Friday, 8:30 a.m. to 4:00 p.m.**

**Salary: \$10.00 per hour**

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit an AppliTrack online application at [www.gullakecs.org](http://www.gullakecs.org) that includes a letter and resume.

**Questions:** Contact - Tonya Kammeraad, Human Resources, [tkammeraad@gullakecs.org](mailto:tkammeraad@gullakecs.org)