



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Support Staff – Preschool Teacher Assistant

W. K. Kellogg Early Learning Center

June 11, 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 *Every Student Succeeds 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

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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: August 26, 2019, 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.gulllakecs.org that includes a letter and resume.

Questions: Contact - Tonya Kammeraad, Human Resources, tkammeraad@gulllakecs.org