

CRAWFORDSVILLE COMMUNITY SCHOOL CORPORATION
FORMAT FOR POSTING VACANT POSITIONS

Title of Position/Location:

Preschool Assistant at Willson Preschool Academy

Effective Date of Posting:

10/14/2024

Application Instructions:

Please submit a [CCSC Non-Certified Application](#), Resume, Letter of Interest, and other Application materials to Heidi Plunkett, Preschool Director, hplunkett@cville.k12.in.us

Application Deadline:

Until Filled

Job Description:

The Preschool Assistant is responsible for assisting in all aspects of the care & education for the children enrolled in his/her class. This person should have a passion for instilling values in young children. This person should possess high energy and the ability to handle the demands of preschoolers with different personalities and needs. To ensure success, this person should display a gentle and nurturing personality, and the patience to assist each child to mature cognitively. This person should be willing to cover classrooms as needed and cover part of the afterschool program.

Job Requirements:

Job Responsibilities:

- Ensure the safety of each preschool child enrolled in the class in all environments at all times;
- Establish a daily routine that follows the adopted standards and curriculum;
- Nurture positive relationships and communicate clearly with parents, guardians, families and co-workers;
- Accept and maintain responsibility on a daily basis for the ordered arrangement, appearance, and cleanliness of the learning environment of the classroom;
- Create safe and appropriate toileting, and handwashing practices and help children with all personal hygiene skills;
- Serve as a role model for the children in the areas of attitude, speech and actions on a daily basis;
- Encourage children's development in the areas of building self-confidence, problem solving, and taking responsibility for their actions;
- Interact with each child on a daily basis through circle time, centers, snacks, lunchtime, playground, free play, etc.;
- Other duties as assigned by your supervisor;
- Maintain confidentiality;
- Complete professional development as directed by the director to maintain Paths To

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Quality Level 3 status or higher.

Certification Requirements or Job Qualifications:

A Valid CDA (Childcare Development Associate) **OR** an Early Childhood Degree, Teaching Degree or Equivalent Degree **OR** 60 Clock hours of educational training leading to an Early Childhood/Child Development Degree. Background Check. TB test required. Ability to perform physical labor as needed for the position.

Position Start Date:

November 4, 2024 or after background check and hiring requirements have been completed

Contact Information: (Name, Address Phone, Fax, Email)

Heidi Plunkett
500 East Jefferson Street
Crawfordsville, IN 47933
hplunkett@cville.k12.in.us

Posting Requested by:

Date:

Heidi Plunkett

10/14/2024

Central Office Approval:

Date:

Dr. Rex Ryker, Superintendent

10/14/2024