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Office of the Superintendent
New Haven Community Schools
30375 Clark Street, P.O. Box 482000
New Haven, MI 48048-2000
Telephone: (586) 749-5123 FAX: (586) 749-6307

JOB DESCRIPTION:

**.5 GSRP ASSOCIATE TEACHER (4 year olds)
LITTLE ROCKETS EARLY LEARNING CENTER**

REPORTS TO: Early Childhood Lead Teacher

DAYS/HOURS: M-TH 4 hours per day (11:15-4:15pm) and
4 hours planning time on Fridays (hours flexible/TBD), 150 day work year
(Closed During School District Holidays and Breaks)

*Opportunity for additional hours in support of the onsite
Childcare program (adjusted rate of pay) if desired.

COMPENSATION: Hourly wage commensurate with experience (\$12.00 per hour) with 5 paid
sick days

AFFILIATION: GSRP

START DATE: ASAP

ESSENTIAL DUTIES:

- Provide group instruction and individualized prescriptive programming for each child.
- Monitor the development of each child's skills.
- Assist in the assessment of language development, fine motor, gross motor, cognitive development, emotional and social development.
- Maintain classroom equipment, work areas, student files/records (e.g. instructional materials, cleaning work areas/playground., etc. for the purpose of ensuring availability of items, providing reliable information and/or ensuring a safe and sanitary environment.
- Implement academic, behavior, health and nutrition plans (e.g. literacy activities, stories, songs, math/science activities, art, etc.) for the purpose of ensuring compliance with established regulations and/or performance standards.
- Develop and maintain an appropriate relationship with parents and inform them of the student's progress.
- Provide supervision and direction to associate teacher. Organize and plan activities for the associate teacher.
- Participate in extra-curricular activities that are a part of the total educational experience for all children.

It is the policy of the New Haven School District not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Superintendent of Schools, New Haven Community Schools, Administration Building, 30375 Clark Street, PO Box 482000, New Haven, MI 48048. Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Superintendent of Schools 586-749-5123.

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- Participate in program committees designed to improve/enhance the overall program.
- Conduct parent conferences and in home visits per GSRP guidelines.
- Support the completion of all required paperwork/reporting in conjunction with Supervisor.

Qualifications:

EDUCATION: Minimum of CDA, Associate in Child Development/Early Childhood Education. Preferred Bachelors in Child Development/Early Childhood Education.

EXPERIENCE: At least two years experience with pre-school students preferred.

SKILLS/OTHER:

- Ability to establish and maintain effective working relationships with students, staff and parents.
- Excellent oral and written skills.
- Demonstrated organizational skills.

DEADLINE: **Until Filled (Initial Application Deadline 9-28-17)**

Please send letter of interest, resume, transcripts, certificate and references via email as one complete PDF file to:

**Mr. Todd R. Robinson, Superintendent
New Haven Community Schools
30375 Clark St. PO Box 482000
New Haven, MI 48048-2000**

Electronic submissions to: newhavenhr@newhaven.misd.net

For questions, please contact Danielle Ratajczyk @ 586-749-5123

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