Fruitport Community Schools
Notice of Intent to Employ

Department: Early Childhood Center/Child’s World Preschool
Position Title: Lead School-Age & Preschool Teacher

Qualifications:
- High School Diploma or equivalent
- *Completed a minimum of 60 semester hours with 1920 documented hrs. of experience OR * possess a current CDA Child Development Associate Certificate with 960 documented hrs. of experience OR *possess an Associates in Early Childhood Education with 480 documented hrs. of experience.
- with not less than 18 semester hours (state licensed approved) in child development, child psychology, or early childhood education with 3 credit hours in childcare administration
- Current CPR/First Aid certificates
- Evidence of successful experience working with preschool aged children
- TB test current within 1 years
- Have electronic fingerprinting
- Possession of effective oral/written communication skills
- Familiar with State of Michigan licensing guidelines and Michigan’s Early Childhood Standards of Quality

Job Responsibilities:
1. Plan and carry out daily activities for preschool age groups.
2. Maintain accurate records for licensing.
3. Create monthly calendar and newsletter to be turned in to program director for approval.
4. Have a positive attitude toward children in order to build self-esteem.
5. Maintain a set routine and order in the classrooms.
6. Develop thematic units and learning centers that are age appropriate.
7. Coordinate with FCS curriculum director on curriculum requirements
8. Communicate with families on a daily basis.
9. Available to serve additional hours in emergency situations and when deemed necessary by program director.
10. Performs all other responsibilities as assigned by the program director.
11. Will gently, but firmly enforce the rules and handle discipline problems according to the handbook.
12. Participates in any required meetings/training.
13. Plan field trips and extra-curricular activities for families.

Hours: Monday-Friday approximately 30 hours per week/School Year  Additional hours may be available in childcare
Supervises: Program Assistants and Volunteers
Position Begins: August 26, 2019

Persons interested in applying for this position may do so by sending a letter of interest and resume to:

Pam Bergey, Director
Fruitport Early Childhood Center
3113 E. Pontaluna Road
Fruitport, MI 49415
pbergey@fruitportschools.net

Chosen candidate will be required to have electronic fingerprints, CPR & First Aid, TB test

Date of Posting: May 7, 2019    Date Posting Ends: When filled

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