

Dryden Elementary School

Strong Beginnings Program Aide

Full-time, Non-union, at-will position

General Information

We are a high quality early childhood program that follows all rules and regulations of the Michigan Department of Education. Applicants must be at least 18 years of age, creative, personable and dependable, possess both a strong work ethic and solid verbal and written communication skills, have a warm and friendly personality, and relate well to children and adults. Additionally, applicants must have a current negative TB test, pass a criminal background check as well as a child abuse/neglect check. Experience with young children is preferred, not required.

Job Responsibilities

Responsibilities will include, but are not limited to the following:

- Assist in planning, and implementing the daily program under the direction of the GSRP lead teacher and child care provider.
- Assist in setting up centers and preparing needed materials and supplies for the classroom.
- Assist in cultivating and managing a classroom environment that promotes dignity and respect.
- Assist with general daily classroom cleaning tasks.
- Supervision and care of children.
- Maintain a professional attitude and demeanor.
- Maintain requirements of FERPA and HIPAA.
- Attend staff meetings as well as recommended training/conferences (approximately 24 clock hours per year).
- Fulfill additional responsibilities in accordance with the center's policies.

Hours

- Monday-Thursday 8:15 - 3:25 PM
- Fridays 8:15-12:00
- Labor Day - Memorial Day- following the school calendar

Contact

Ryann Morley (program director) at (810) 448-4085 or rmorley@drydenschools.org and/or Lindsay Koroleski (GSRP Lead Teacher) at (810) 448-4086 or lkoroleski@drydenschools.org