



TECUMSEH PUBLIC SCHOOLS

760 Brown Street, Suite 200, Tecumseh, MI 49286
Phone: 517.424.7318 FAX: 517.423.3847 Voice Mail: 517.424.6505, ext. 1234

Richard W. Hilderley, Superintendent
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Lead Preschool Teacher - GSRP

(Great Start Readiness Program)

Job Description

Internal & External Candidates Accepted
Immediate Supervisor: Preschool Program Director
Location: Sutton Early Learning Center

Required Qualifications:

- Bachelor's degree in elementary education
- At least three years of teaching experience
- Complies with licensing, state, and national quality standards
- Has experience as teacher and or director in a licensed daycare/preschool program ☐ CPR and First Aid certified

General Information/Duties:

- Plans individual and group activities to stimulate growth in literacy, language, mathematics, science, social and motor skills, such as learning to respond to stories read aloud, listening to instructions, playing with others, using senses to explore and manipulate classroom materials, and using play equipment
- Planning is kept within with GSRP performance standards; experience with Creative Curriculum is essential to the position
- Develops and uses instructional materials suitable for a learning environment for children with a wide range of mental, physical, and emotional maturity
- Develops in each child an awareness of his/her worth as an individual and their role in family and community
- Encourages children to express themselves creatively in art, music, movement, dramatic and play
- Provides a welcoming and supportive climate to establish and reinforce acceptable child behavior, attitudes, and social skills. Assesses families' needs and assists with follow up
- Conducts home visits and conferences
- Creates an effective environment for learning through functional and attractive displays, interest centers, and exhibits of children's work
- Provides individual and small group instruction designed to meet individual needs of children in communications skills, health habits, physical skills, and development of self-concepts
- Maintains routine schedule of observations, data collection, data input, and interpretation
- Plans and coordinates the work of associate teachers, parents, students, and volunteers in the classroom and on field trips
- Communicates regularly with parents utilizing a newsletter, notes, phone calls, home visits, and individual parent conferences
- Interprets school program to parents in order to strengthen parental understanding of the individual pupil's needs and the schools' role in the child's life
- Promotes parent participation & involvement in education activities provided for their children
- Participates in staff and center team meetings



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- Assists in the orientation and training of associate teachers
- Follows licensing rules, state and national quality standards

Physical Demands

- Occasional reaching/stooping/bending/kneeling/ crouching
- Must be able to move intermittently throughout the workday with frequent, prolonged standing/walking/talking
- Must be able to read and speak the English language
- Must have visual acuity
- Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met
- Must be able to cope with the mental and emotional stress of the position

Working Conditions

- Handle high stress and multi-task situations
- Must have a regular and reliable level of attendance
- Occasional pressures due to multiple calls and projects
- May be exposed to long and/or irregular hours

TECUMSEH PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

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