



REGIONAL EDUCATIONAL SERVICE AGENCY

## Preschool Associate Teacher







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

### POSITION SUMMARY:

The associate teacher is responsible for working as a team member in providing a quality educational program for tuition-based preschool children by supporting the classroom teacher in planning, assessing, and instructing students. The position includes assisting the classroom teacher in maintaining required records to ensure grant compliance and meet licensing guidelines.

### REQUIRED QUALIFICATIONS

- At least 19 years of age
- High school diploma or GED
- Certification in CPR and First Aid
- One of the following qualifications:

Education	Coursework in Early Childhood Education, Child Development, or a Child-Related Field	Hours of Experience
Bachelor's degree or higher in early childhood education, child development, or a child-related field		
Associate's degree or higher in early childhood education or child development		
Montessori credential with 		480 hours
Valid child development associate credential with 		480 hours
High school diploma or GED with 	12 semester hours, 18 CEUs, or a combination to equal 180 clock hours with 	1920 hours
High school diploma or GED with 	6 semester hours, 9 CEUs, or a combination to equal 90 clock hours with 	3840 hours

**PREFERRED QUALIFICATIONS:**

- Experience in working with preschool children
- Familiarity with preschool curricula
- Ability to be self-directed and take initiative when given a variety of tasks and responsibilities
- Strong communication and interpersonal skills to effectively interact with students, parents, and teachers
- Ability to work well with diverse families
- Ability to act as a resource person for families
- Outgoing, caring personality
- Regular, predictable attendance is an essential function of the position

**RESPONSIBILITIES:**

- Work as a team member in providing a quality educational preschool program
- Assist in planning, implementing, and monitoring curriculum and assessment
- Assist in establishing parent involvement activities
- Assist in all daily operations of the program
- Work with individual and small groups of students
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts
- Assist children with personal health care needs
- Work collaboratively and communicate with the classroom teacher to implement lesson plans, activities, and classroom tasks
- Assist teacher with monitoring behavior and supporting the educational process in the classroom
- Observe students' performance and record relevant data to assess progress
- Collect and document data regarding the student(s)
- Maintain accurate and complete student records
- Supervise students in classrooms, halls, cafeterias, and/or playground
- Participate in trainings and on-going professional development
- Perform other duties as assigned

**PHYSICAL REQUIREMENTS:**

Employee must be capable of performing physical demands of the job, including, but not limited to, lifting, bending, stooping, squatting, and standing for long periods of time. Work environment has a raised noise level.

**This document is intended to describe the general nature and level of the work performed by those assigned to this position. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change the responsibilities to meet business and organizational needs as necessary.**

## CONDITIONS OF EMPLOYMENT:

**Employment Date:** Pending approval by the Board of Education and satisfactory completion of pre-employment drug screen and criminal history checks. This program and related positions are conditional upon approval of Child Care Program Licensing.

**Employment Type:** Full-time, 176 days per year, 35 hours per week

**Salary & Fringes:** \$11.75 - \$14/hour based on experience; single subscriber health or cash in lieu, State of Michigan retirement, paid leave

**PROCEDURE:** Please apply on-line at [www.sccresa.org](http://www.sccresa.org) or send letter of interest and resume to:

Nikki Sygit, Human Resources Department  
St. Clair County RESA  
499 Range Road  
PO Box 1500  
Marysville, Michigan 48040  
FAX: 810.364.5235

St. Clair County RESA does not discriminate on the basis of race, color, religion, gender (or gender expression), age, national origin, ancestry, height, weight, marital status, familial status, political belief or affiliation, disability, handicap or any legally protected classification. No person shall be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program, employment practice or activity for which it is responsible or for which it receives state or federal assistance. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. The following person has been designated to handle inquiries regarding the RESA's non-discrimination policies:

Jean Gibson Sturtridge, Director of Legal Services, 499 Range Road, PO Box 1500, Marysville, MI 48040, [sturtridge.jean@sccresa.org](mailto:sturtridge.jean@sccresa.org), (810) 364-8990.

All new hires are subject to an employment entrance drug and alcohol testing and fingerprinting background check with law enforcement agencies.